

ORGANIZATIONAL ACQUISITION POINT OF CONTACT (OAP) Training

Attend mandatory and refresher Proining bilities

- Participate in Bimonthly OAP Roundtable discussions (starting in July 07)
- Run reports and compile information for data calls
- Ensure acquisition workforce assigned to their delegated organization
- routinely receives coherent, timely information on acquisition programs,
- education, training and competitive opportunities generated by USAASC's
 - initiatives
- Provide broad acquisition career management guidance to respective staff
- •Maintain at least a SECRET security clearance
- ■Sign an Acknowledgement of Delegation of Authority.
- •Limit their database access to delegated organization's UIC(s) and/or Org Code(s) only



OVERVIEW



Regional Customer Support Office (RCSO)



Primary DACM Representative in Regions Enhance Communications to the Workforce

Senior Leadership Interface Provide Customer Support
Oversee AL&T Workforce Career Management Oversee AAC and CAP Issues

Promote Awareness of Army Acquisition Corps (AAC)Initiat@esduct Site Visits

Develop/Implement AAC Policies and Programs Receive Feedback From the workforce

Provide Education and Training Opportunities Develop Future Leaders

Manage Rotational Development Assignment Program
Process Certifications

Support CDG-AAF Program
Regional AETE Training



Eastern Region POCs

NCR REGIONAL DIRECTOR

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TEAM 1

(ASC (PEO Soldier/PEO Stri), ATEC, COE, MEDCOM)

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TEAM 2

(ACA, AMCHQ, AMCOM, AMCSTAFFSPTACTS, AMCTNGACTS, ARL, ASC (Except PEO Soldier), ATCOM, CECOM, CIC, CSA, FOAARSTAFFOA22, FOASECARMY, FORSCOM, INSCOM, JOINTSECARMY, JT ACTVTY, JT SOC, MATACQACT, MATACQPMS, MATREADACT, MDW, MEPCOM, NGB, OSA, OSC, RDECOM, SBCCOM, SDDC, SECASSTCOM, SMDC, SOCOM, SOUTHERN CMD, STAFFCOS, TACOM, TRADOC, USA HRC, USAIMA, USARC, USARPAC, USASOC)

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The Acquisition, Logistics and Technology (AL&T)

The Acquisition, Logistics and Technology (AL&T) Workforce are the civilian and military personnel components of the acquisition system.

The AL&T Workforce includes permanent civilian employees and military members who occupy acquisition positions and are members of the U.S. Army Acquisition Corps (AAC) or who are in acquisition career development programs.



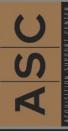
CERTIFICATION



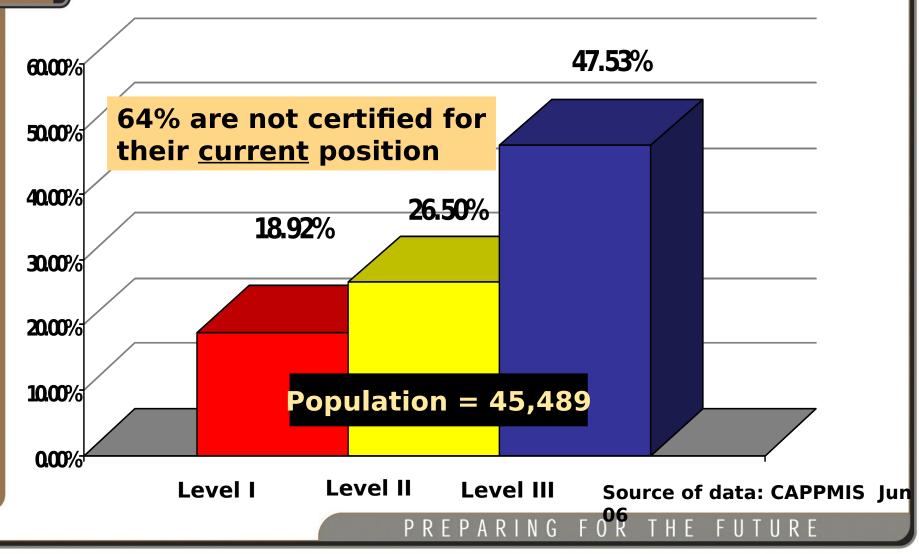
CERTIFICATION

- Training + Education + Experience = Certification
- Employee must meet position certification within 24 months after being assigned to an acquisition position
- Requirements found at www.dau.mil, DAU Catalog, Appendix B
- Certification level guidelines:
 - Level I (Basic Level) Grades 5-8
 - Level II (Intermediate Level) Grades 9-12
 - Level III (Senior Level) Grades 13 and above
 - Note: To change this, process a Request for Personnel Action (RPA) through CPAC

www.dau.mil (DAU Catalog, Appendix B)



CERTIFICATION STATUS OF ACQUISITION WORKFORCE





NON-COMPLIANCE OF CERTIFICATION REQUIREMENTS

- Memorandum signed by DACM, 12 Oct 06
 - Senior Acquisition leadership wants 100% of the workforce to be certified in accordance with the position requirements
 - Education, training, and position certification will be included on all Acquisition Workforce support forms and evaluations
 - Establishing metrics to track progress



INTERIM CERTIFICATION POLICY AND PROCEDURES CHANGES

- AL&T Workforce members must become certified in their primary career field and level for their current position before requesting certification in another career field.
- Up to one year spent pursuing a program of academic training or education in the individual's primary acquisition career field may be counted toward meeting the experience standard for certification. However, it may not be substituted for the first year of acquisition experience.
- The same months of experience utilized to obtain certification in one career field, may not be applied to meet the standards of an additional career field.
- The system-generated certificate is the document of record for certification for the civilian Army Acquisition and Non-Acquisition Workforce. Non-Army applicant's official document of record will be a non-system generated.



DAU FULFILLMENT PROGRAM

***** Enables AL&TWF members to receive credit for mandatory

DAU courses without actually taking the courses PROCESS

Individual submits Fulfillment Package to ACM

ACM forwards package for approval by Certifying Official

Approved/signed package returned to ACM

Approved/signed package e-mailed to employee

http://www.dau.mil/workforce/pdf/Fulfillme nt.pdf



EQUIVALENCY

- •The Defense Acquisition University (DAU) partners with training providers that offer courses across all career fields involved in defense acquisition
- Training providers offer courses that have been certified equivalent to DAU curriculum
- •Must be exact course within specified dates
 - •College/University
 - **DOD School/Federal Agencies**
 - Contractor

Equivalencies are located on the DAU Website at http://www.dau.mil/catalog/Appendix C.pdf



Request for Certification

- $\{1\}$ Update ACRB.
- Print out a copy of updated ACRB; write the requested certification and level in Section X; sign and date the bottom.
- $\overline{3}$ Scan a copy of signed ACRB.
- $\left\langle \begin{array}{c} \mathbf{4} \\ \end{array} \right\rangle$ Attach a copy of resume and transcripts (if required).
- E-mail documents to asc.ncr.region@asc.belvoir.army.mil (most preferred method) or fax to (703) 805-1530.

Web link for Career Level Certification: http://

http://asc.army.mil/regional/ncr/documents.cfm

NOTE: A separate package must be prepared for each request for certification



Certification Process

- $\langle 1 \rangle$ Employee e-mails or faxes request for certification package to ACM.
- $\left\langle 2 \right\rangle$ ACM reviews for completeness and eligibility and forwards to CO.
- CO approves/disapproves, signs ACRB and certification and returns to ACM. For non-Army individuals, a hard-copy certificate will be signed.
- 4 ACM updates ACRB and scans documents for e-file.
- $\left\langle \begin{array}{c} \mathbf{5} \\ \end{array} \right\rangle$ Individual prints out their official certificate.

NOTE: System-generated certificate (if available) is the acquisition and non-acquis workforce member's official document of record. Hard-copy certificate is the non-Army individual's official document of record.



AAC MEMBERSHIP



THE ARMY ACQUISITION CORPS (AAC)

- Subset of the Army Acquisition, Logistics & Technology Workforce
- Civilian (GS-13/Broadband equivalent and above)
- Military personnel (Major and above)
- Mandatory for all GS-14's/Broadband equivalent and above who occupy Critical Acquisition Positions (CAPS) or Key Leadership Positions (KLPs)

There are Several of Ways to Become an AAC Member:

- Request AAC Membership
- Transfer AAC Membership from another DOD Component



AAC Membership Requirements

- **TRAINING**: Completed Level II mandatory DAU training and received certification in any Acquisition Career Field
- EDUCATION:
 - A baccalaureate degree and one of the following:
 - 24 semester credit hours in business related disciplines
 - 24 semester credit hours in Career Field AND 12 semester credit hours in business related disciplines
 - Exceptions to education requirement possess ten year of acquisition experience prior to Oct 1991
- EXPERIENCE: Four years of acquisition experience
- NOTE: Selectee MUST be qualified for AAC Membership at time of selection
 and be accessed into the AAC prior to official placement in a CAP



REQUEST AAC MEMBERSHIP/PROCESS



Employee e-mails or faxes request for Corps Membership to ACM and includes:

Army Acquisition Corps Application
Updated, signed ACRB
Resume
Transcripts
Signed Tenure Agreement (if applicable)



ACM reviews for completeness and determines eligibility



DDACM approves and signs DD2587 and Welcome Letter



ACM updates ACRB; scans documents for e-file; e-mails copy of DD2 and Welcome Letter to AAC Member along with instructions on how print out official certificate.



OPPORTUNITIES



Acquisition Education, Training and Experience (AETE)

Education

- Acquisition Tuition Assistance Program (ATAP)
- University of Texas Senior Service Fellowship Program
- Naval Post Graduate School (NPS)
- Industrial College of the Armed Forces (ICAF)

Training

- Defense Acquisition University (DAU)
- Federal Executive Institute (FEI)
- The Wharton School, University of Pennsylvania
- Darden Executive Education, University of VA
- Office of Personnel Management (OPM) Management Development Center

*Announcements will be posted on the ASC Home Page at:

http://asc.army.mil



ACQUISITON TUITION ASSISTANCE PROGRAM (ATAP)

- •Needs-Based program during off-duty hours
- •Automated application process reviewed through a board process
- •Must meet certification requirement for your position of record (NEW)
- Funding limits are in place
 - Graduate \$8,750 yearly, \$1,750 per course (Must meet GS12 Step 1 pay to apply at graduate level)
 - •Undergraduate \$6,250 yearly, \$1,250 per course
 - *\$150 for books per course
- Grades will be tracked
 - •Must be provided within 60 days of course completion or future funding may be withheld
 - Graduate grade of B required
 - •Undergraduate grade of C required
- Curriculum and funding changes must be coordinated thru ATAP Coordinator

For additional information on ATAP, please review the policies and procedures located on the ASC homepage at http://asc.army.mil



Competitive Development Group/ Army Acquisition Fellowship Program

(CDG/AAF)

- Three year developmental assignment program designed to develop our acquisition leaders
- Selectees will be assigned to centrally funded position on the Acquisition Support Center TDA
- During years 2 and 3, participants will be required to apply to the Army's Project Manager and Acquisition Command Selection Boards Failure to apply shall result in removal from the program.
- Graduation requires successful completion of all requirements identified each member's Individual Development Plan (IDP).
- Promotion is not guaranteed; however, approximately 80 percent of all CDGs have been promoted.

Additional information on this career development program can be found ASC homepage at http://asc.army.mil.

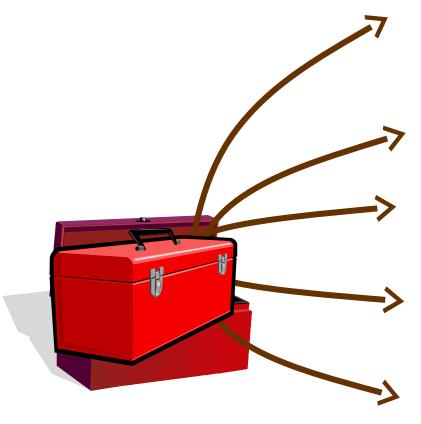


ACQUISITION TOOLKIT

- **≻**CAPPMIS
- **≻**ACRB
- > AAPDS
- >IDP
- > AITAS
- >WORKFORCE REPORTS
- **≻WEBSITES**



Acquisition Career Management Toolkit



Regional Customer Support Offices

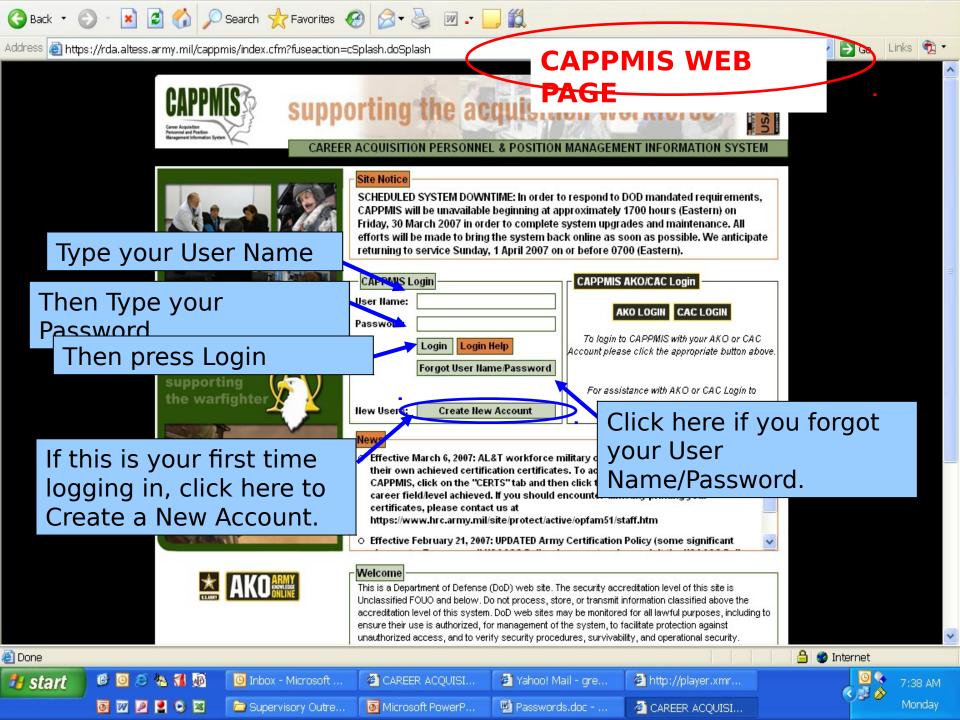
- Regional Directors
- Regional ACMs
- Acquisition Career Management Advocates
- Career Management Tools
 - Individual Development Plan (IDP)
 - Acquisition Career Record Brief (ACRB)
 - Senior Rater Potential Evaluation (SRPE)
- Career Management Publications
 - Army AL&T Magazine
 - Career Management Handbook
 - AET&E Catalog
- Career Development Programs
 - AETE/ATAP
 - CDG
 - Intern Career Programs
- On-Line Department
 - Acquisition Support Center Website
 - CAPPMIS Website
 - Regional Websites
 - DAU Website

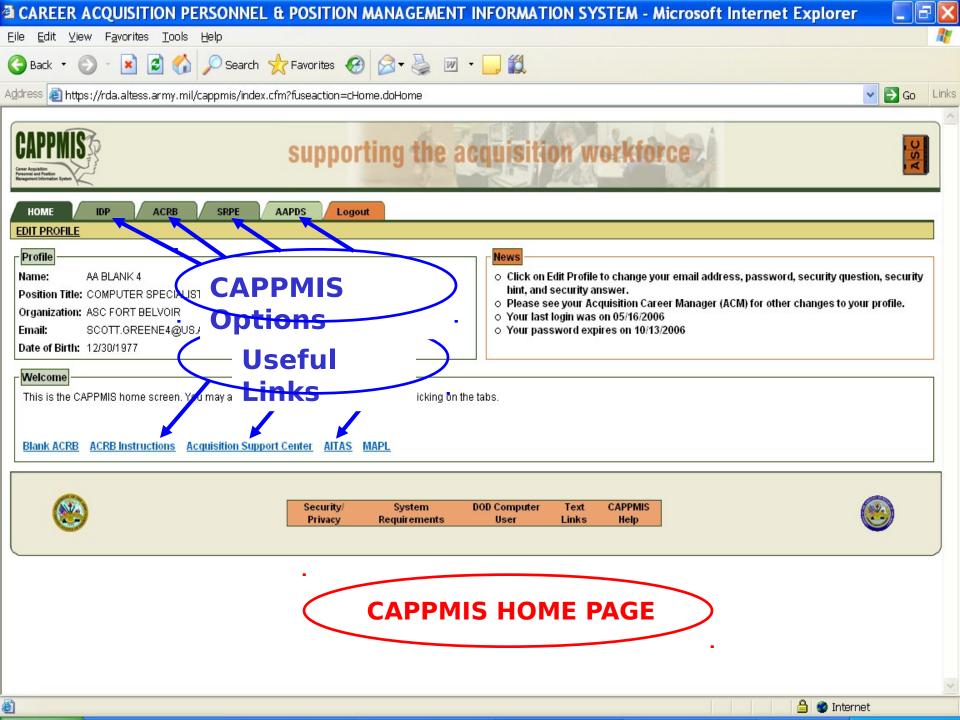


CAREER ACQUISITION PERSONNEL AND POSITION MANAGEMENT INFORMATION SYSTEM

(CAPPMIS)

ONE STOP SHOP







ACQUISITION CAREER RECORD BRIEF

(ACRB)



ACRB

- Snapshot of your acquisition history
- Changed via the individual, ACM, DCPDS, and MYPAY (ACRB Instructions!)
- Data accuracy is IMPORTANT used for:
 - Certification
 - **AAC** Accession
 - **DAU Training**
 - Reports to Congress
 - Verifying Corps Status



INDIVIDUAL DEVELOPMENT PLAN

(IDP)

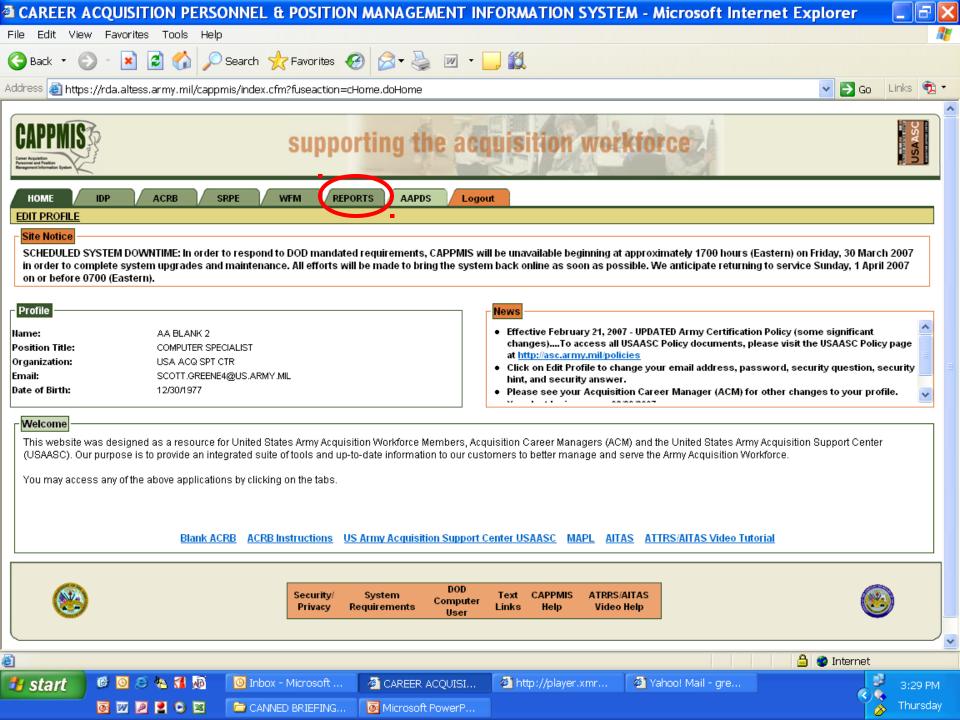


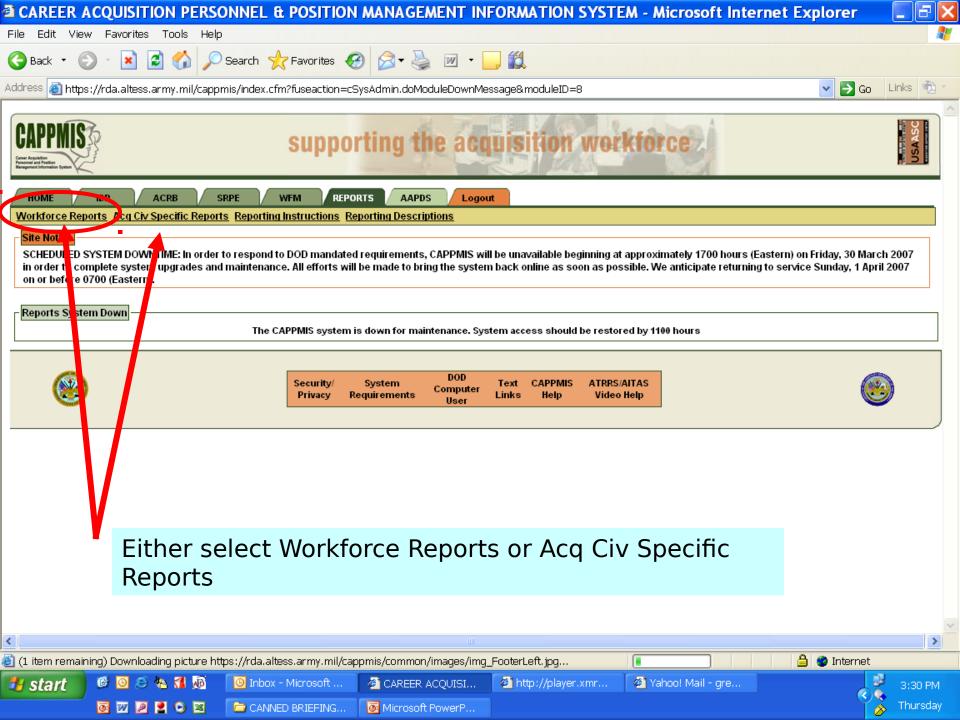
IDP

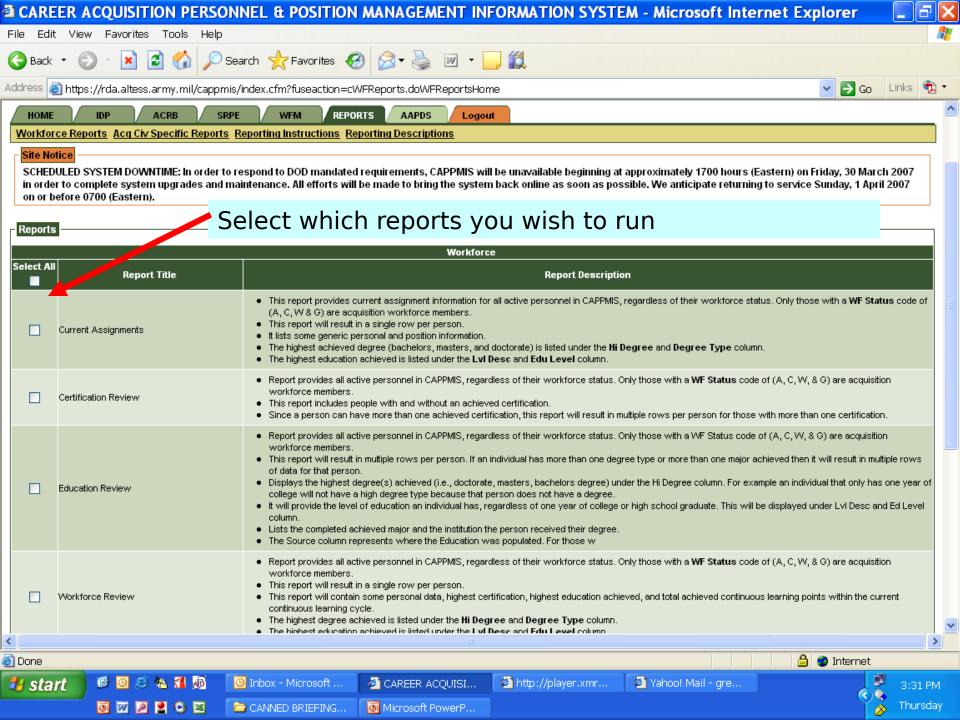
- Five Year Plan
- Required for Each AL&T WF Member
- Automated Process
- Two Modules
 - Individual Module
 - Supervisor Module
- Agreement Between Individual and Supervisor



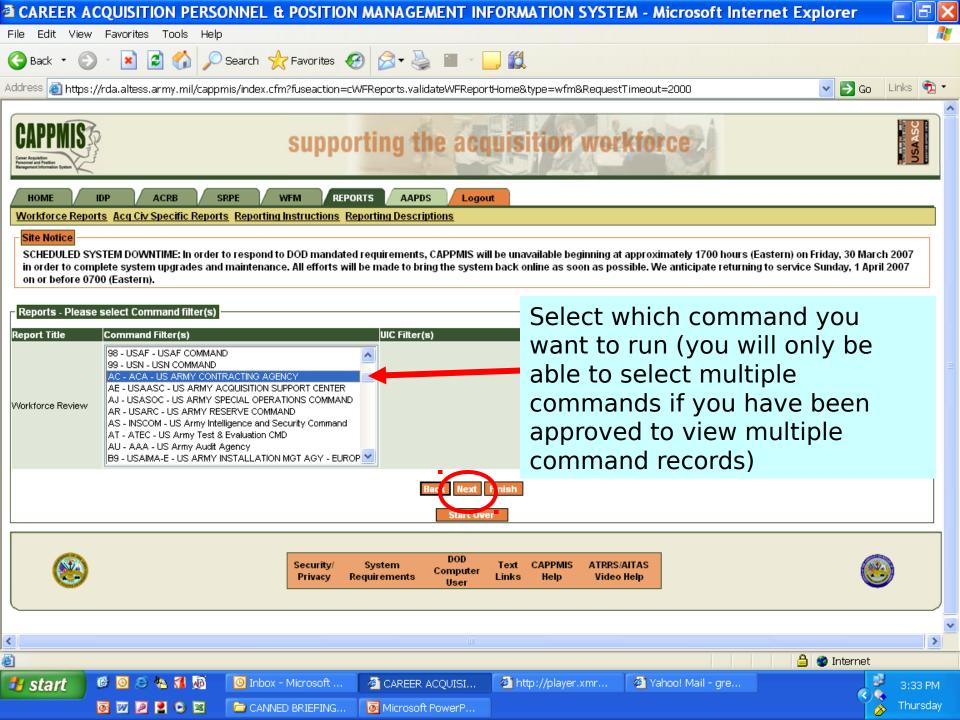
WORKFORCE REPORTS

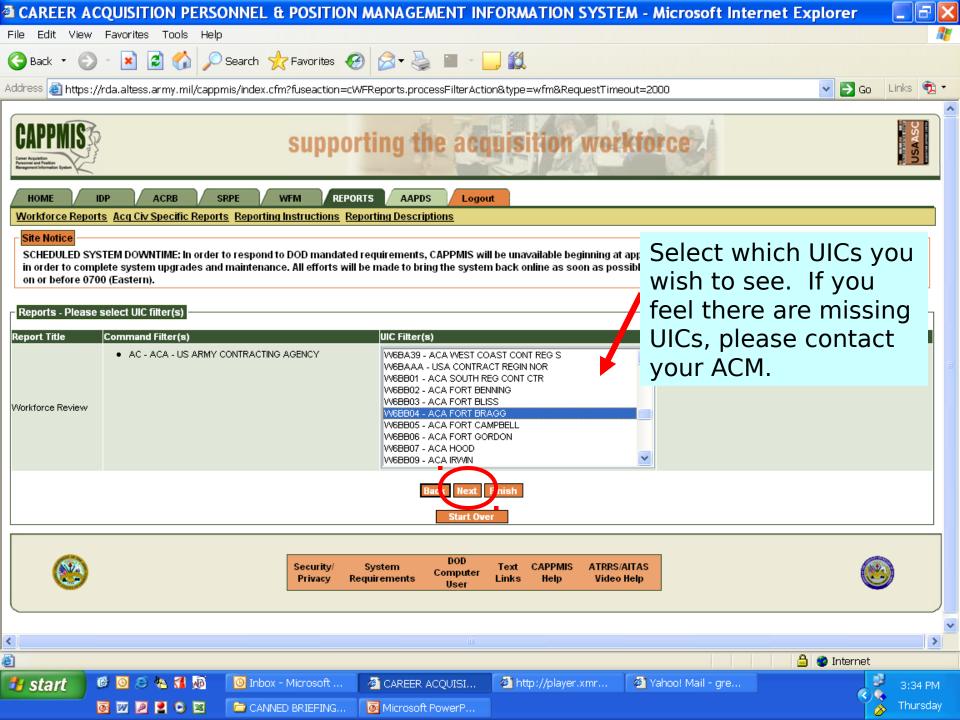


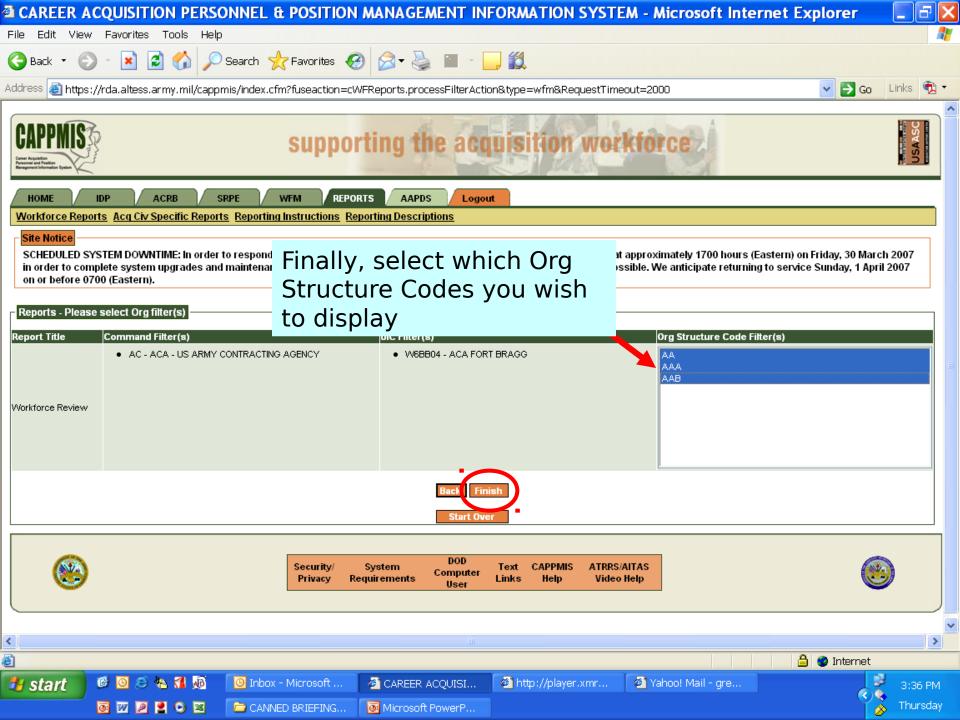


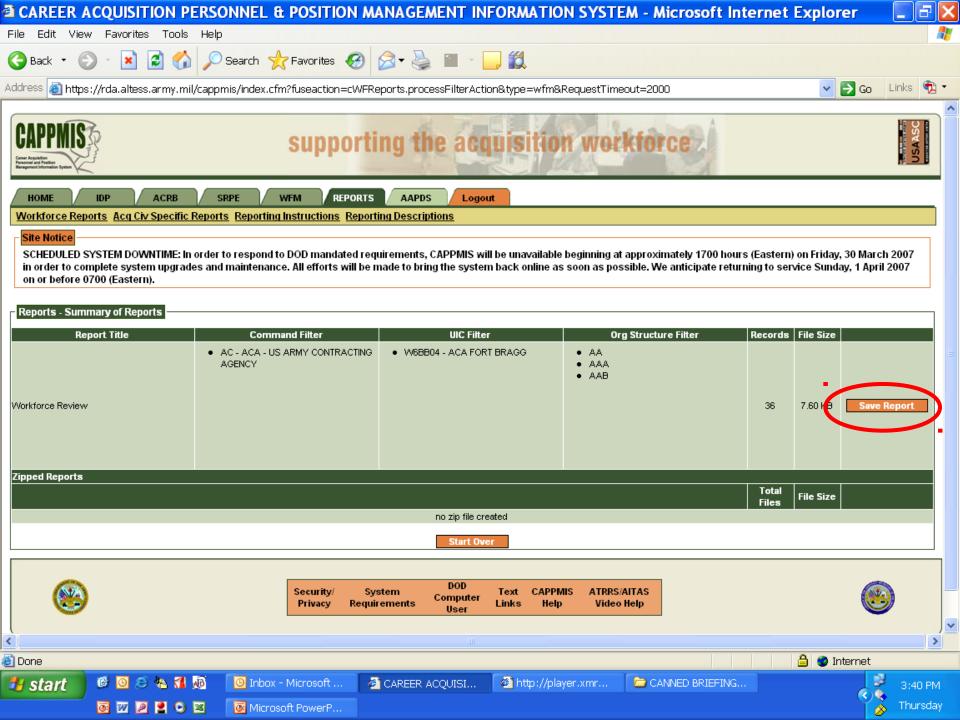


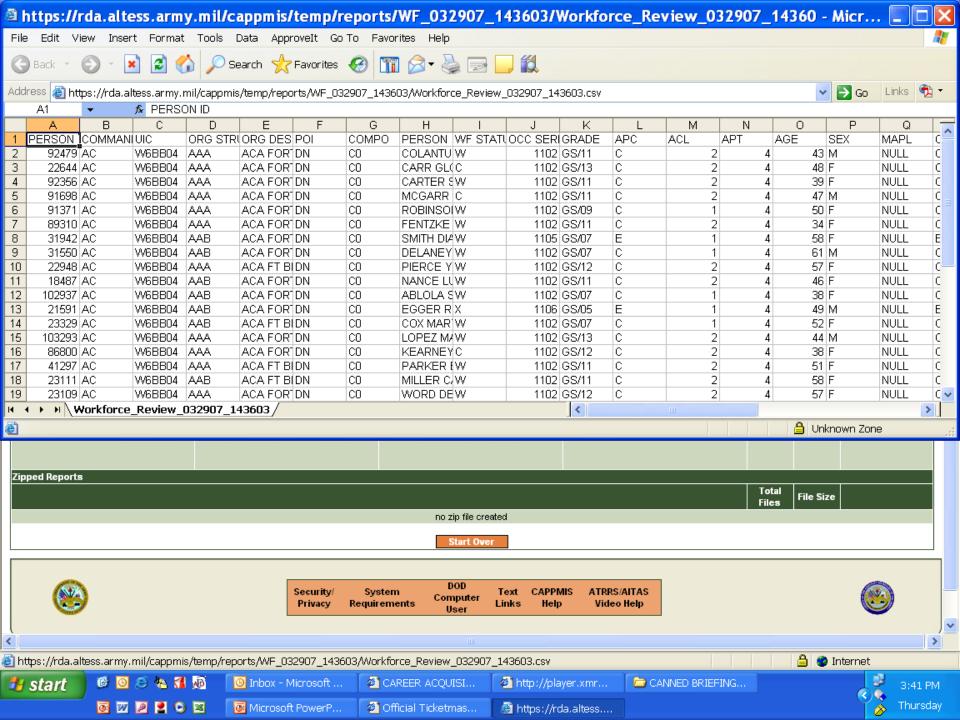
🗿 CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM - Microsoft Internet Explorer Edit View Favorites Tools Help 🙎 🏠 🔎 Search 姶 Favorites 🚱 🛜 🔻 🦢 🔟 🔻 🧾 🐒 Address 👸 https://rda.altess.army.mil/cappmis/index.cfm?fuseaction=cWFReports.doWFReportsHome Since a person can have more than one achieved certification, this report will result in multiple rows per person for those with more than one certification. Report provides all active personnel in CAPPMIS, regardless of their workforce status. Only those with a VVF Status code of (A, C, W, & G) are acquisition. workforce members. This report will result in multiple rows per person. If an individual has more than one degree type or more than one major achieved then it will result in multiple rows of data for that person. Displays the highest degree(s) achieved (i.e., doctorate, masters, bachelors degree) under the Hi Degree column. For example an individual that only has one year of Education Review college will not have a high degree type because that person does not have a degree. It will provide the level of education an individual has, regardless of one year of college or high school graduate. This will be displayed under LvI Desc and Ed Level Lists the completed achieved major and the institution the person received their degree. The Source column represents where the Education was populated. For those w Report provides all active personnel in CAPPMIS, regardless of their workforce status. Only those with a WF Status code of (A, C, W, & G) are acquisition. workforce members. This report will result in a single row per person. Workforce Review This report will contain some personal data, highest certification, highest education achieved, and total achieved continuous learning points within the current continuous learning cycle. The highest degree achieved is listed under the Hi Degree and Degree Type column. The highest education achieved is listed under the LvI Desc and Edu Level column. Report provides all active personnel in CAPPMIS, regardless of their workforce status. Only those with a WF Status code of (A, C, W, & G) are acquisition. workforce members. This report will result in one single row per person. This report will match the highest certification achieved versus the required certification. For those that do not meet their minimum required career field/level then they Certification Delinquency will appear on this report. For example, if the APC is populated with C, and ACL is 2 and the person only achieved Contracting, Level 1 then this individual will fall on this report as not achieving their required certification and level for their current position. However, this report does not take into account the 24 months window allocated for a workforce member to be certified in their current position. This report will only include active workforce members that are, Acquisition but not an Acquisition Corps Members. This report contains the highest degree and highest certification per career field so you may have multiple rows per person. Corps Membership Discrepancy The highest degree achieved is listed under the Hi Pegree and Degree Type column. The highest education achieved is listed up for the LvI Designal Edu Level column. Select 'Next' when finished DOD Security/ System Text CAPPMIS ATRRS/AITAS Computer Privacy Requirements Links Help Video Help User 🔒 🥝 Internet http://player.xmr... 🎒 Yahoo! Mail - gre... 🧲 start Inbox - Microsoft ... CAREER ACQUISI... 3:33 PM 🐻 W 🔎 🙎 🕒 🗷 Microsoft PowerP... Thursday CANNED BRIEFING...





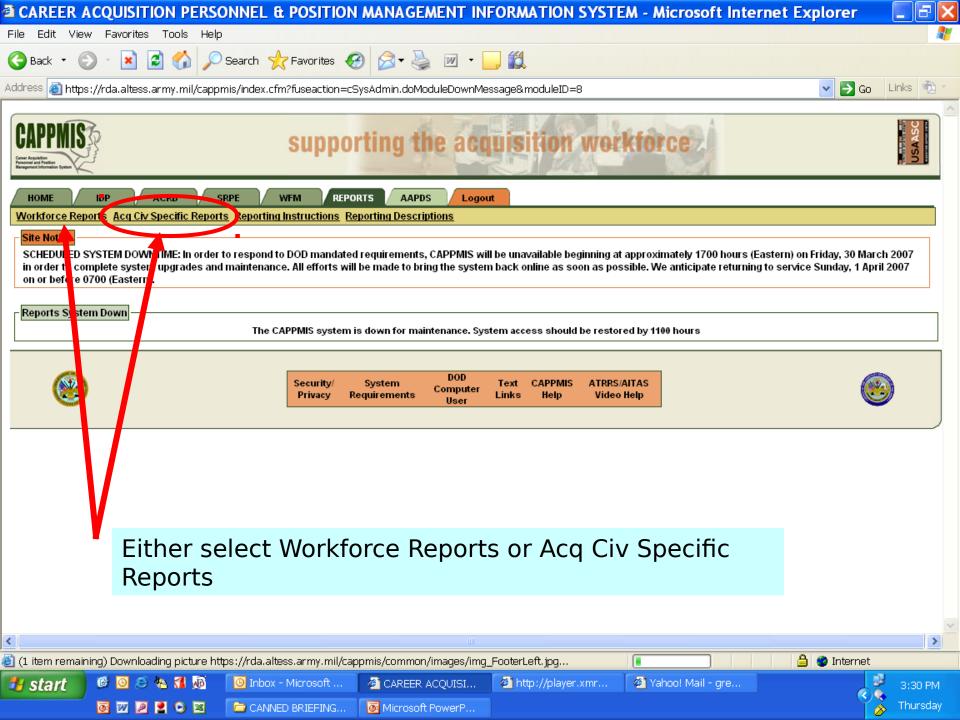


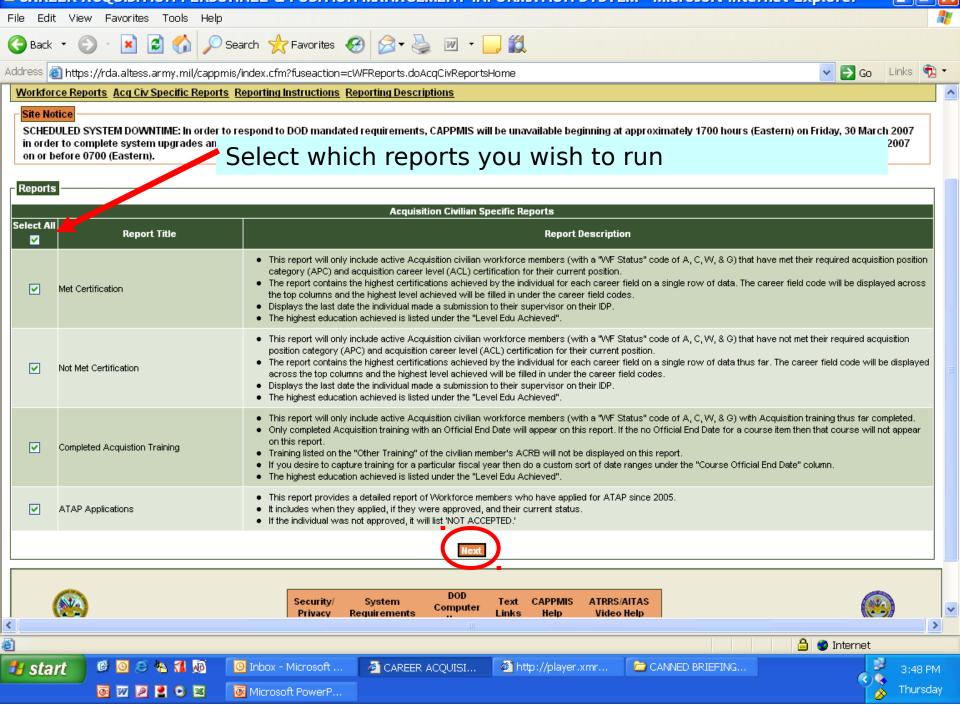


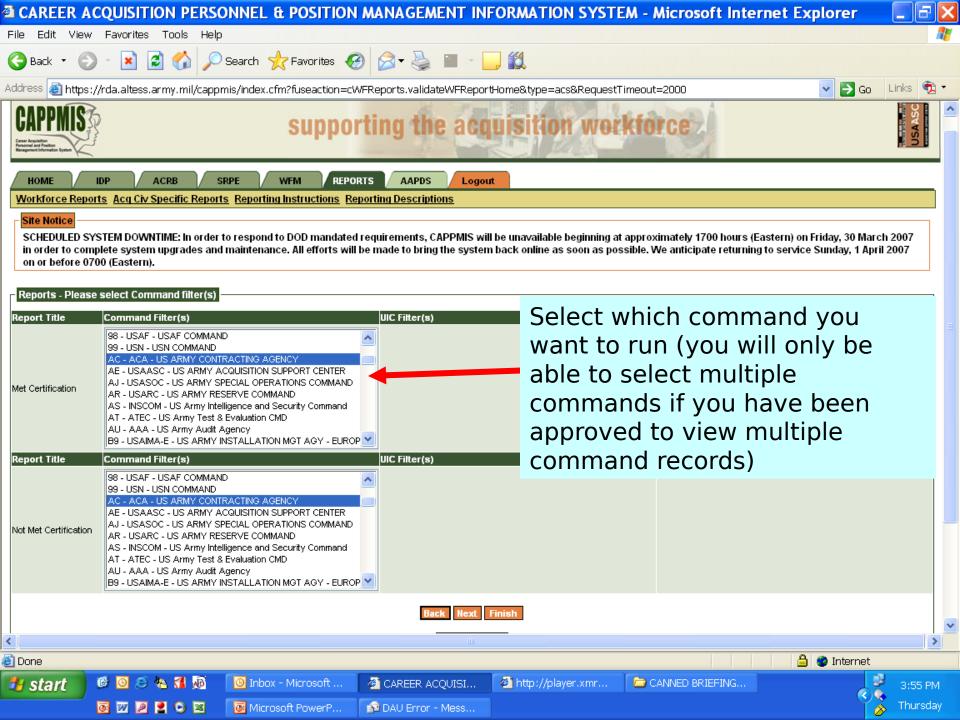


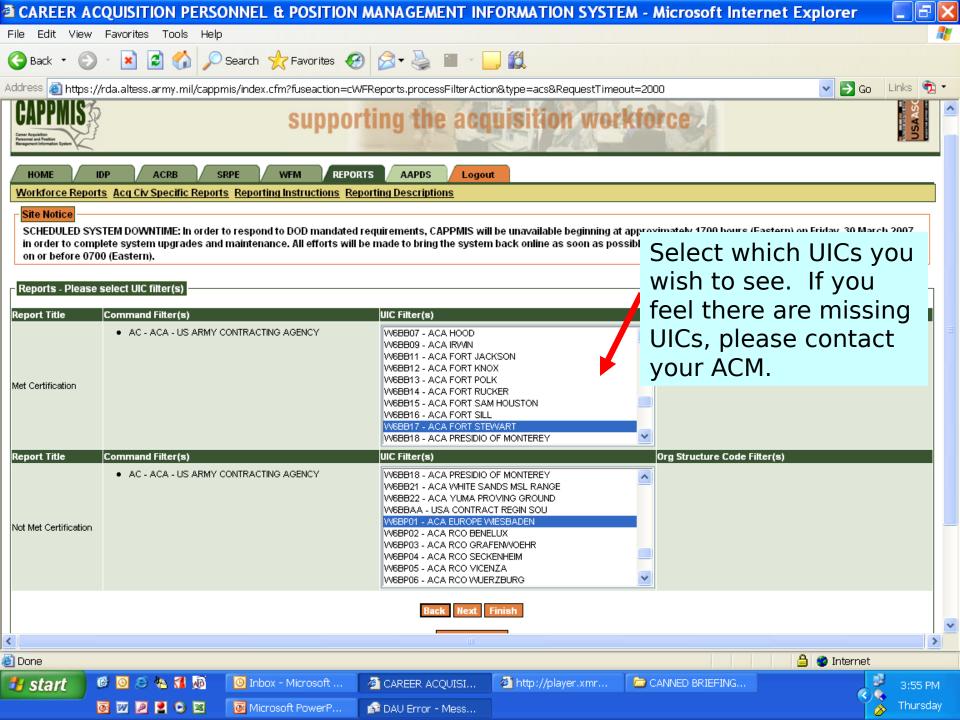


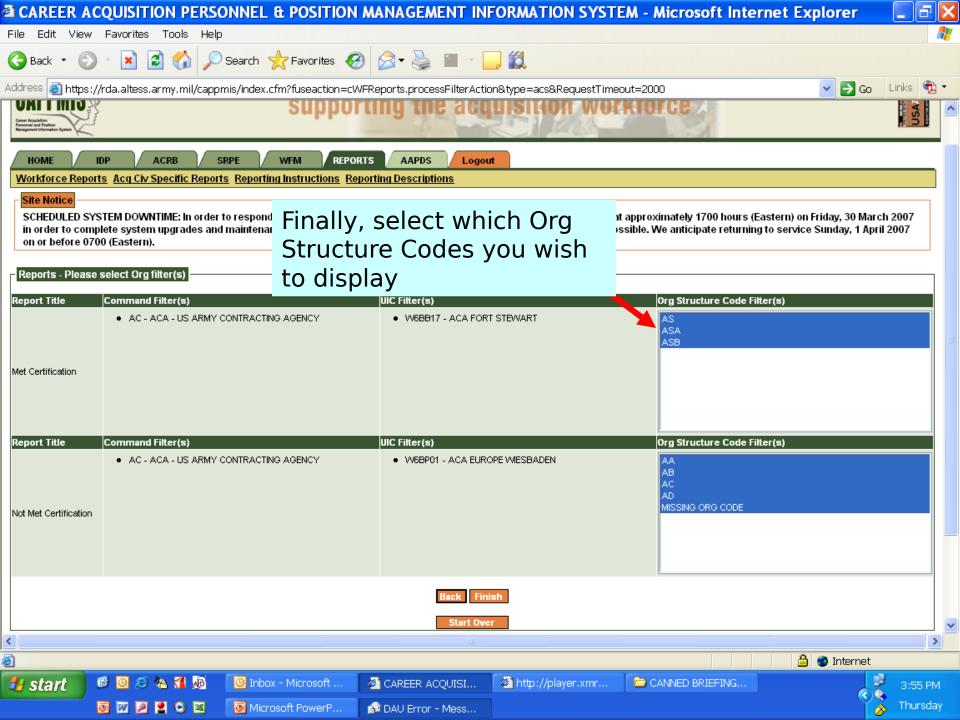
Acquisition Specific Reports

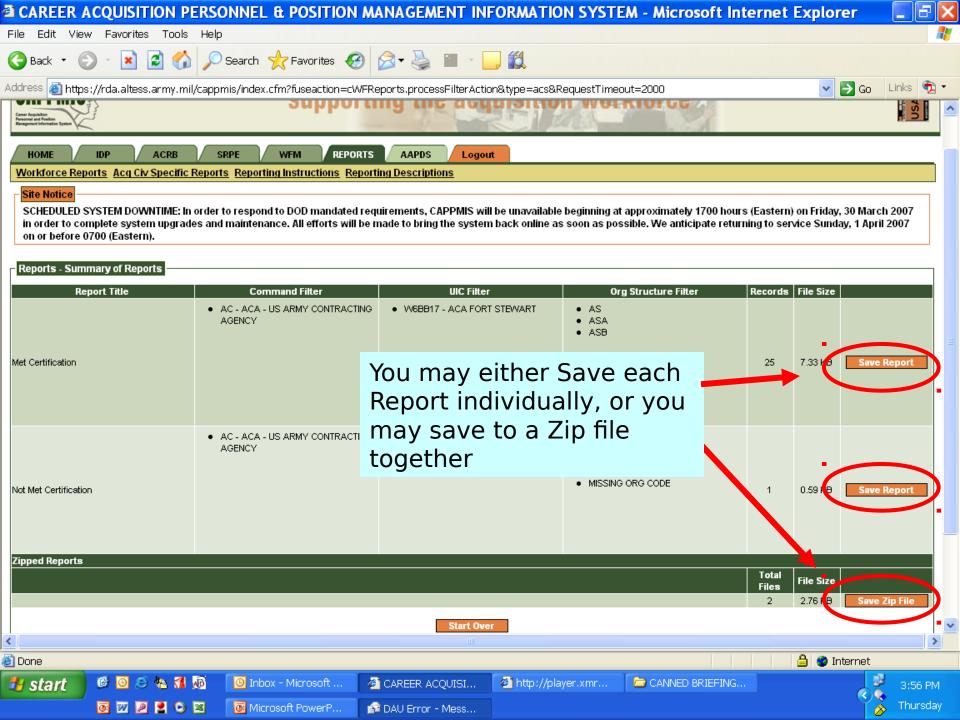


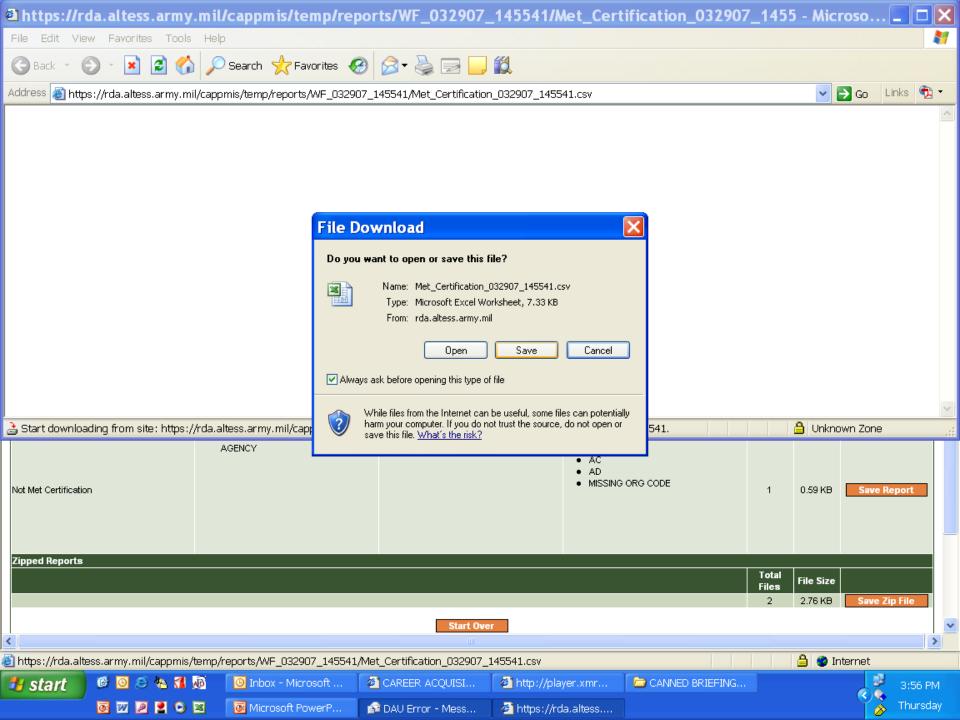


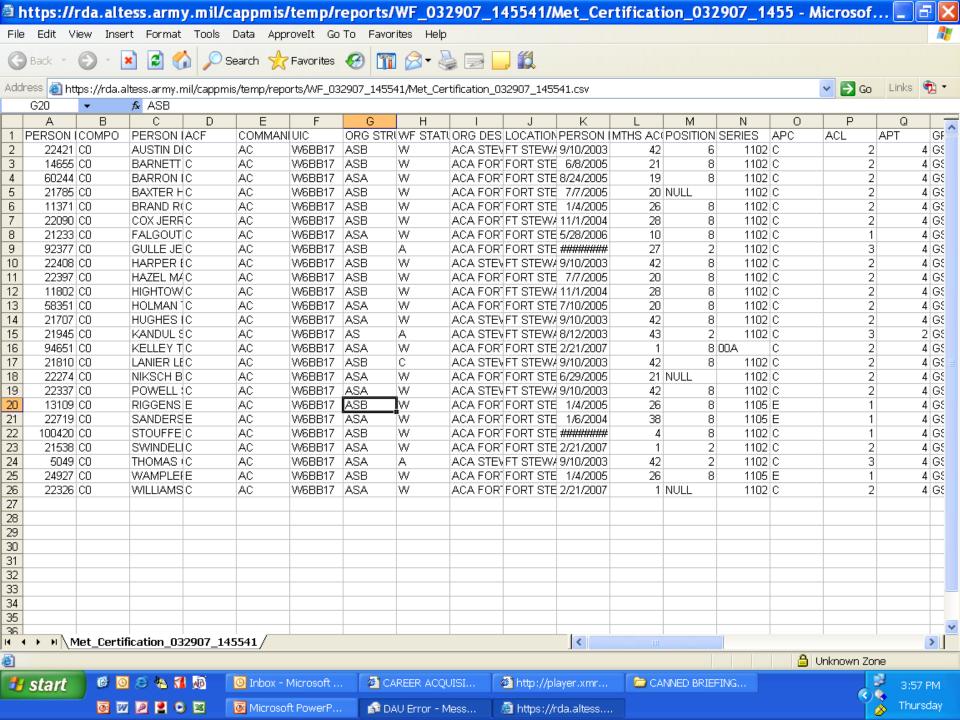














WEBSITES

PREPARING FOR THE FUTURE



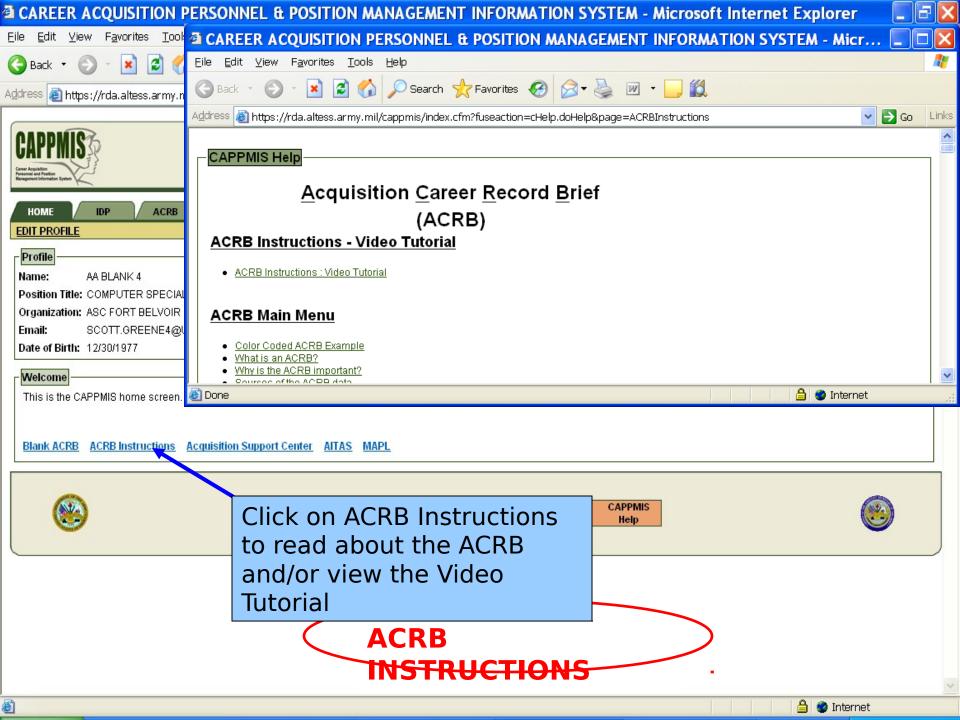
USEFUL WEB SITES

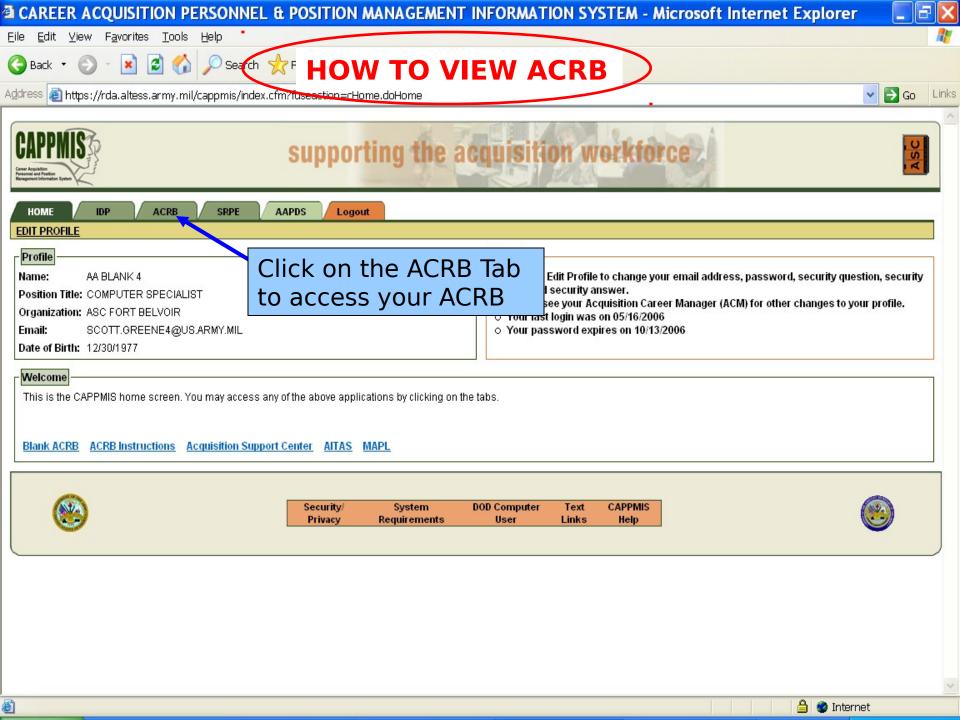
- https://rda.altess.army.mil/cappmis: CAPPMIS Website (includes ACRB, IDP, AITAS (ATTRS), AAPDS, ASC Home Page)
- http://asc.army.mil: AAC/ASC Home Page (includes news, publications, career development, workforce, policy, organization, contacts, links)
- http://asc.army.mil/organization/eastern/eastern_docs.cfm:
 NCR Home Page
- http://www.dau.mil: Defense Acquisition University
- https://www.atrrs.army.mil/channels/aitas: ATRRS
- http://www.dau.mil/workforce/pdf/Fulfillment.pdf: Course Fulfillment Program
- http://cpol.army.mil: Civilian Personnel Training

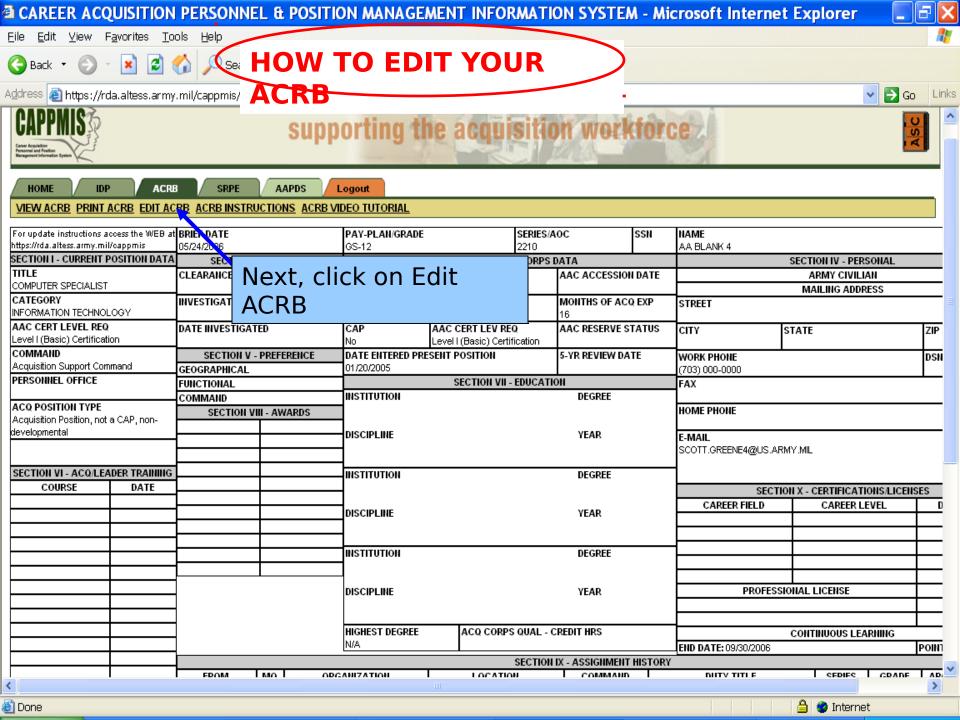


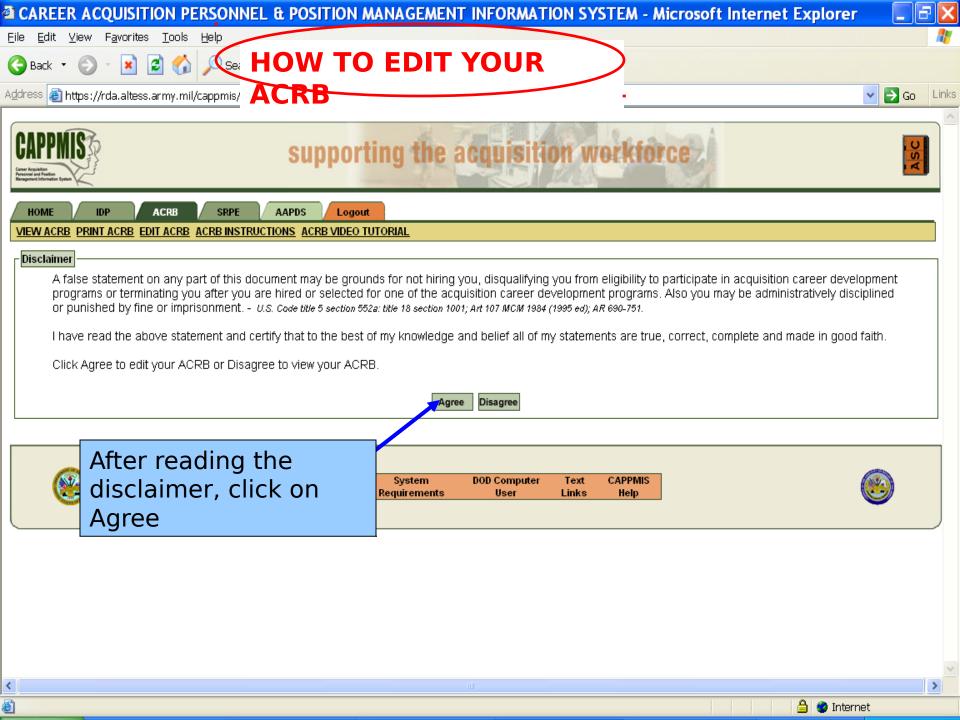


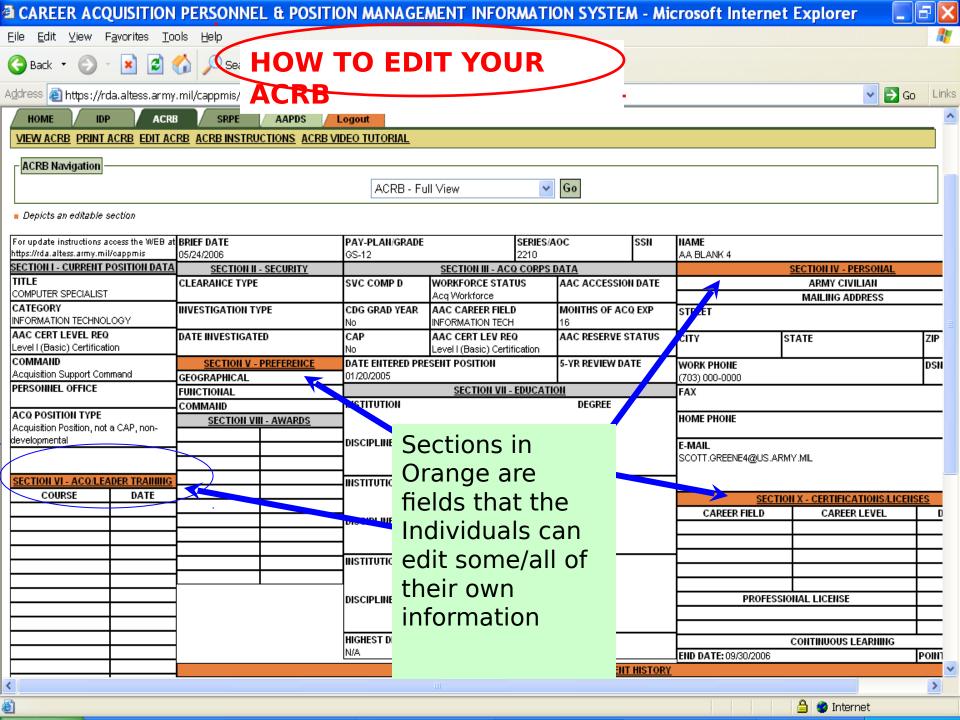
Back-up Slides

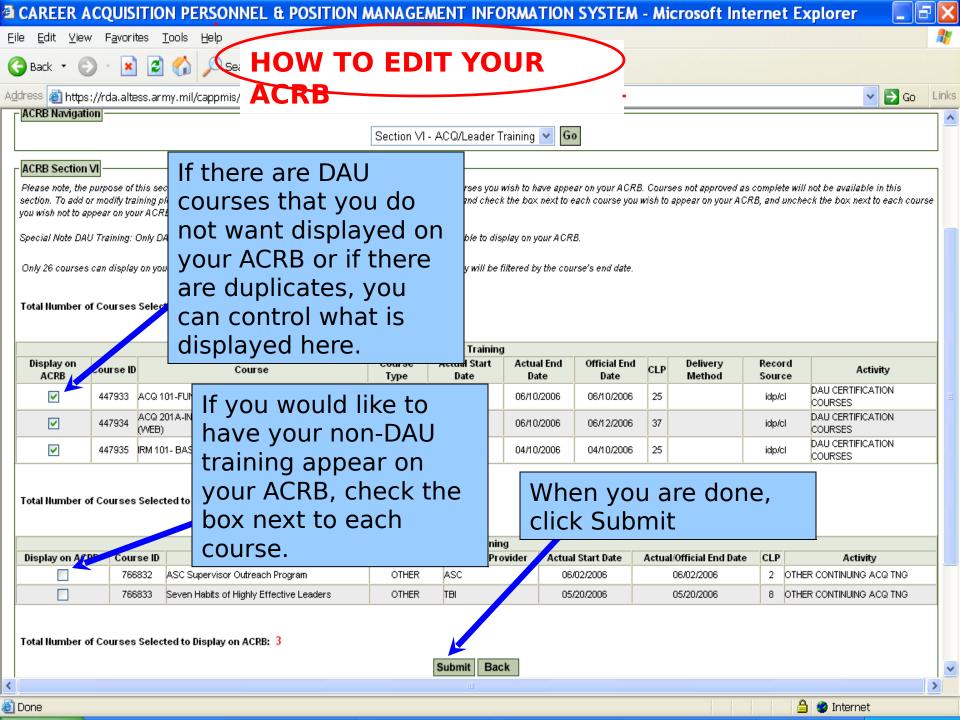


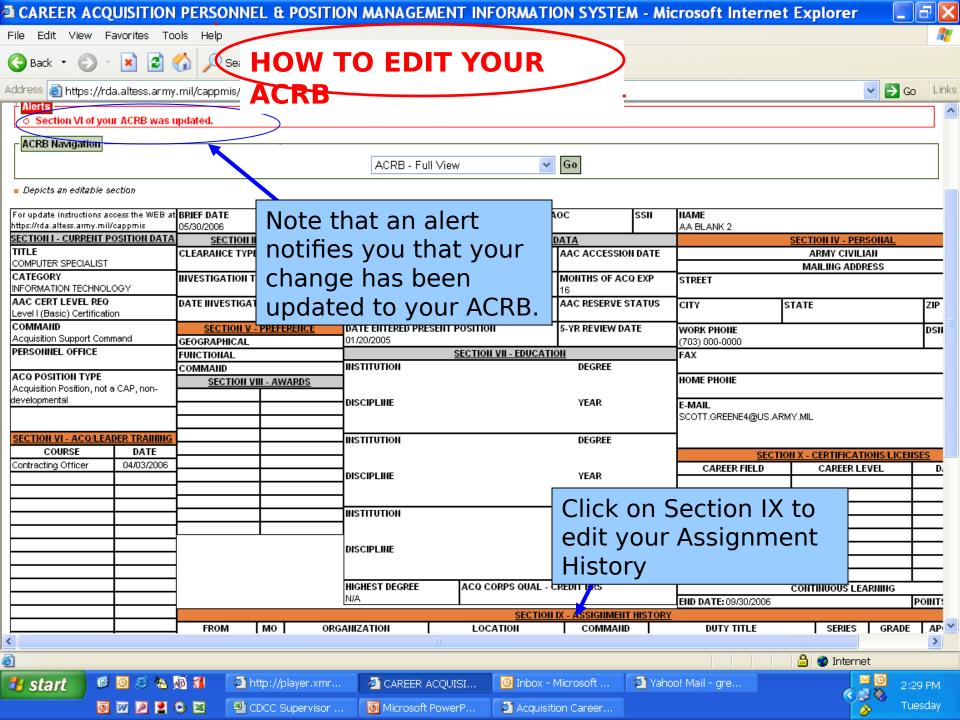


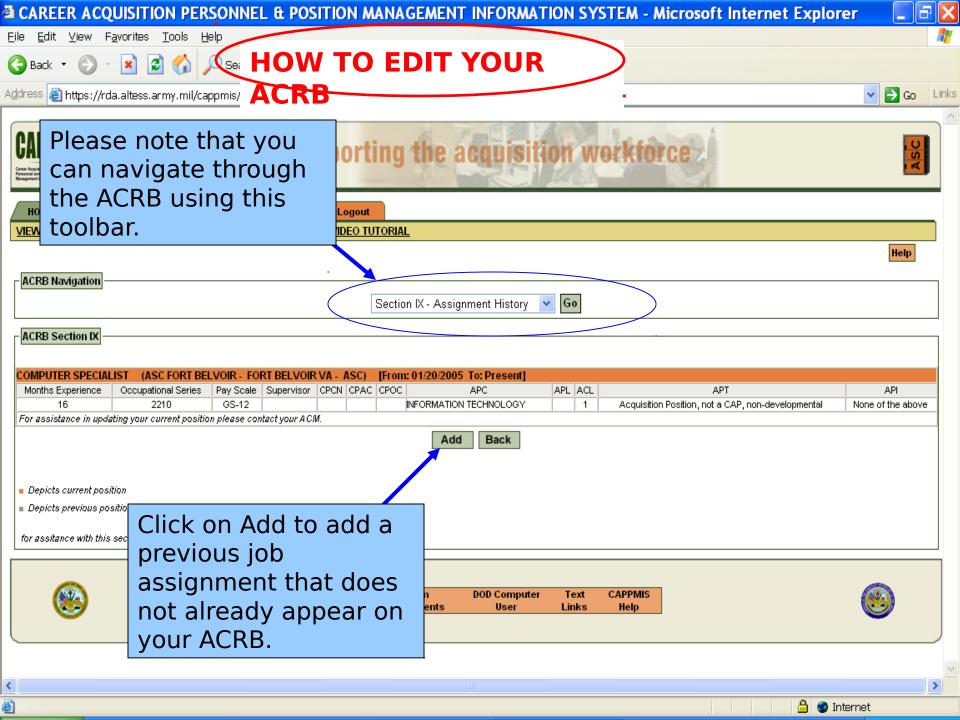


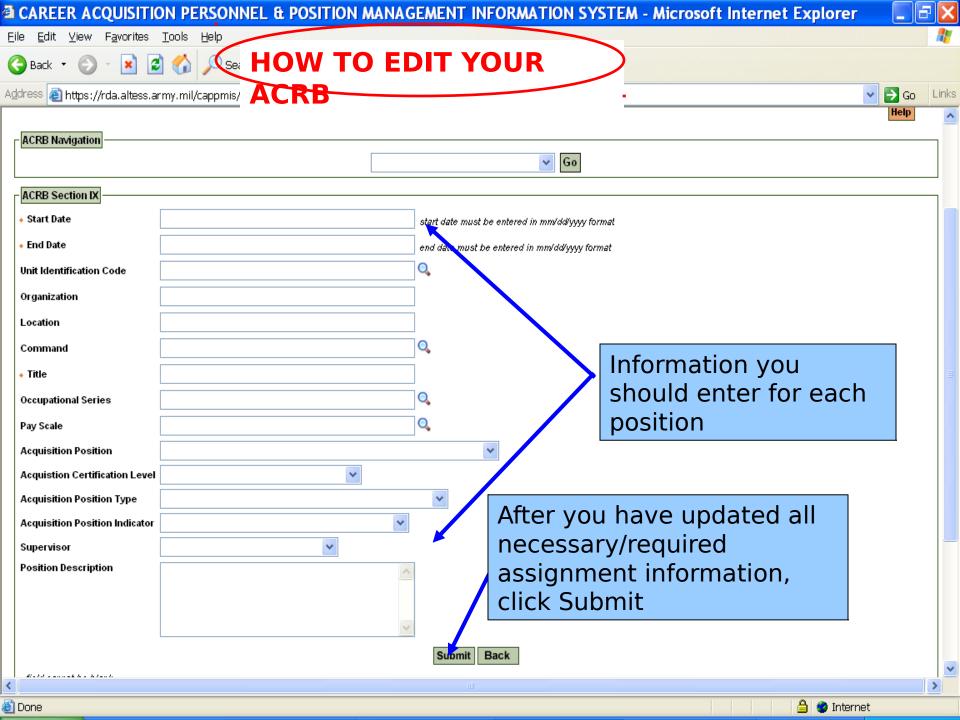














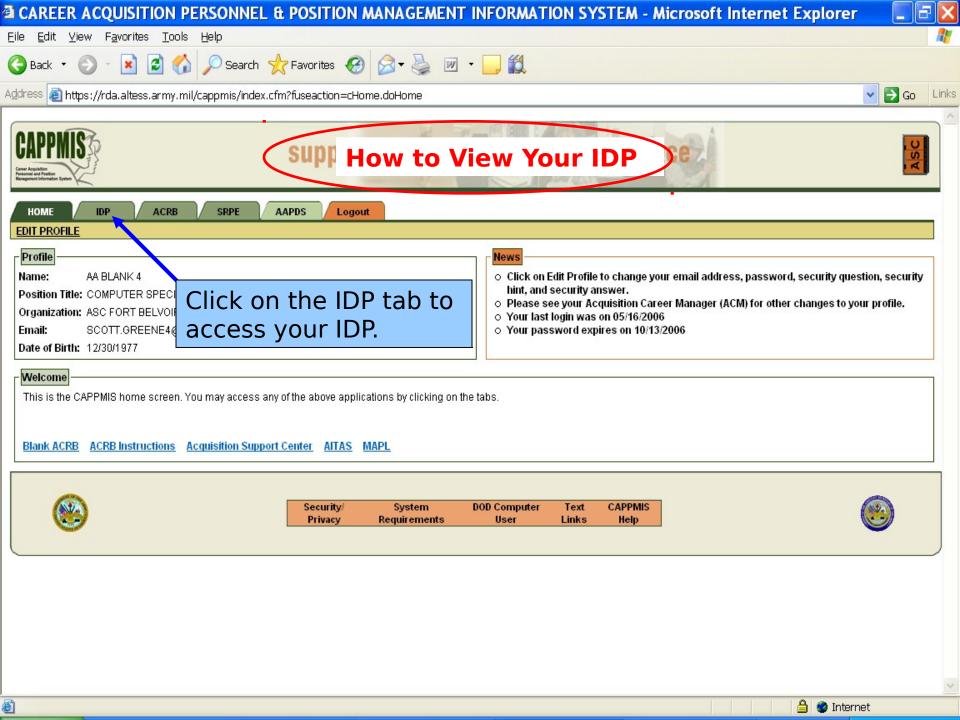
Requesting All Other ACRB Updates

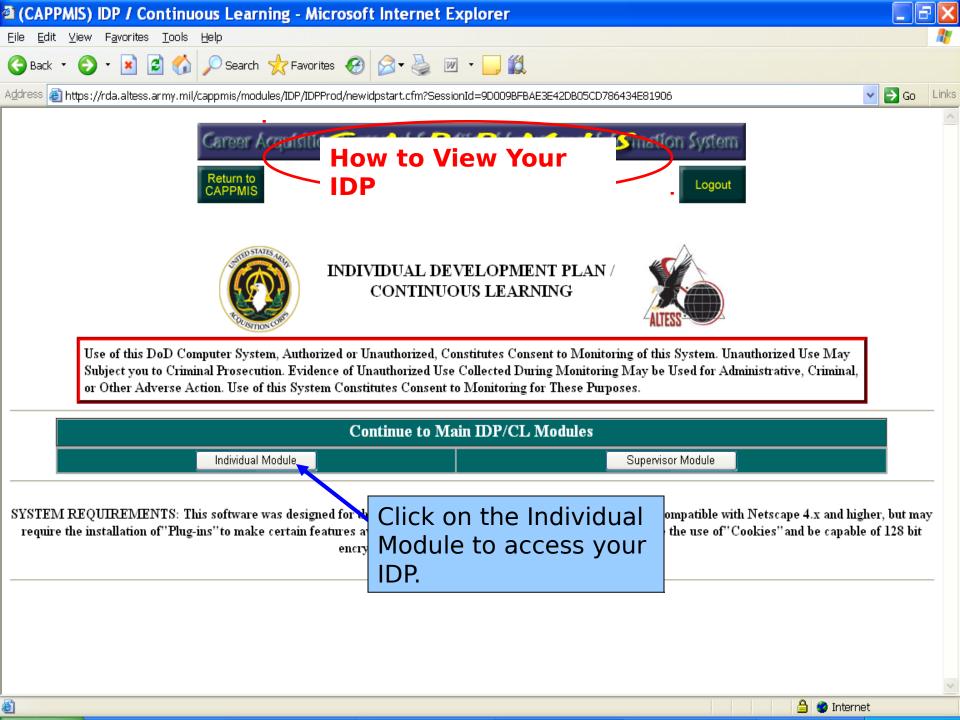
- To request those updates you are unable to make to your ACRB:
 - Read ACRB instructions and/or view tutorial
 - ➤ Download ACRB into a word file
 - >Type your updates in bold red print
 - E-mail ACRB to asc.ncr.region@asc.belvoir.army.mil for upda
 - ➤ You will receive an e-mail upon completion of update

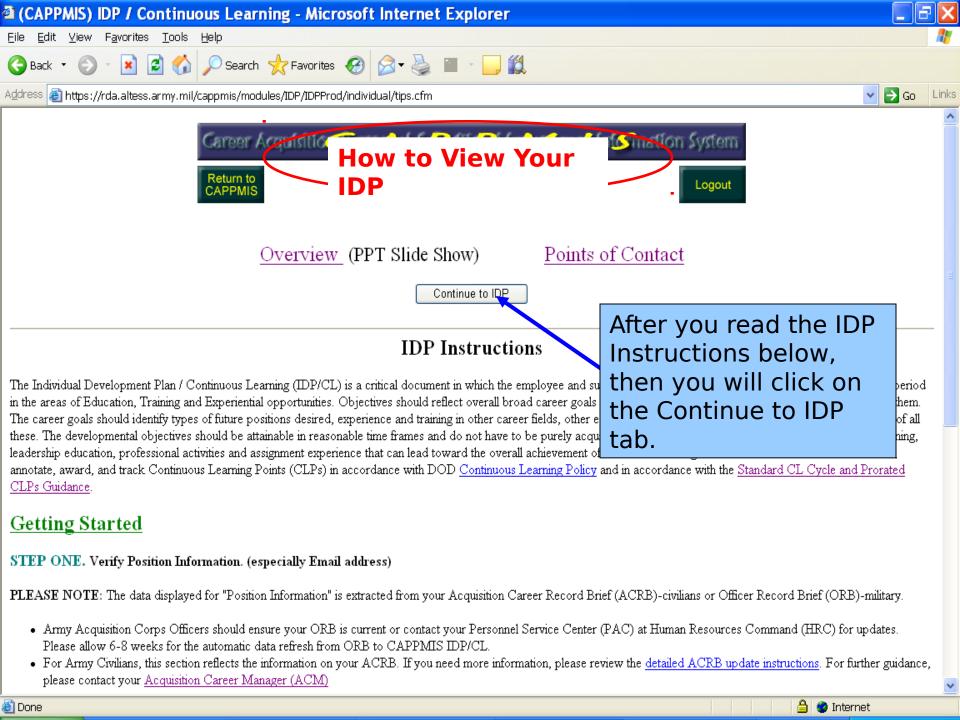


IDP Demo -Individual Module

PREPARING FOR THE FUTURE









IDP Main Page

Check Info for Accuracy Ensure Supervisoris Correct **Ensure Your E-mail is Correct**

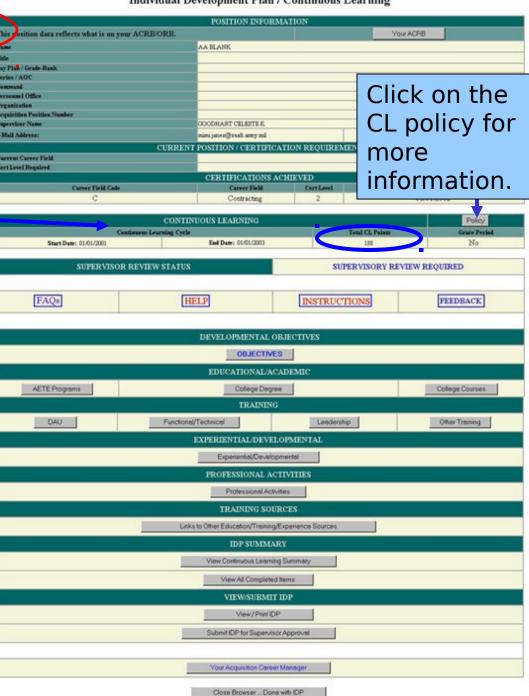
	Individual Development Plai	1 / Continuous	Learning		
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Start Date: 01/01/2001	End Date: 01/01/2003		188		No
SUPERVISO	SUPERVISORY REVIEW REQUIRED				
FAQs	THE D	INSTRUCTIONS		Fe.	PEDDACE
FAQ8 HELP		INSTRUCTIONS		FEEDBACK	
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OBJECTIVES					
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Professional Activities					
TRAINING SOURCES					
Links to Other Education/Training/Experience Sources					
					-
IDP SUMMARY					
View Continuous Learning Summary					
	View All Complet	ed items			
VIEWISUEMIT IDP					
View / Print IDP					
Submit IDP for Supervisor Approval					
Your Acquisition Career Manager					



Continuous Learning Points

View your continuous learning cycle and the number of points you have earned here.

Individual Development Plan / Continuous Learning

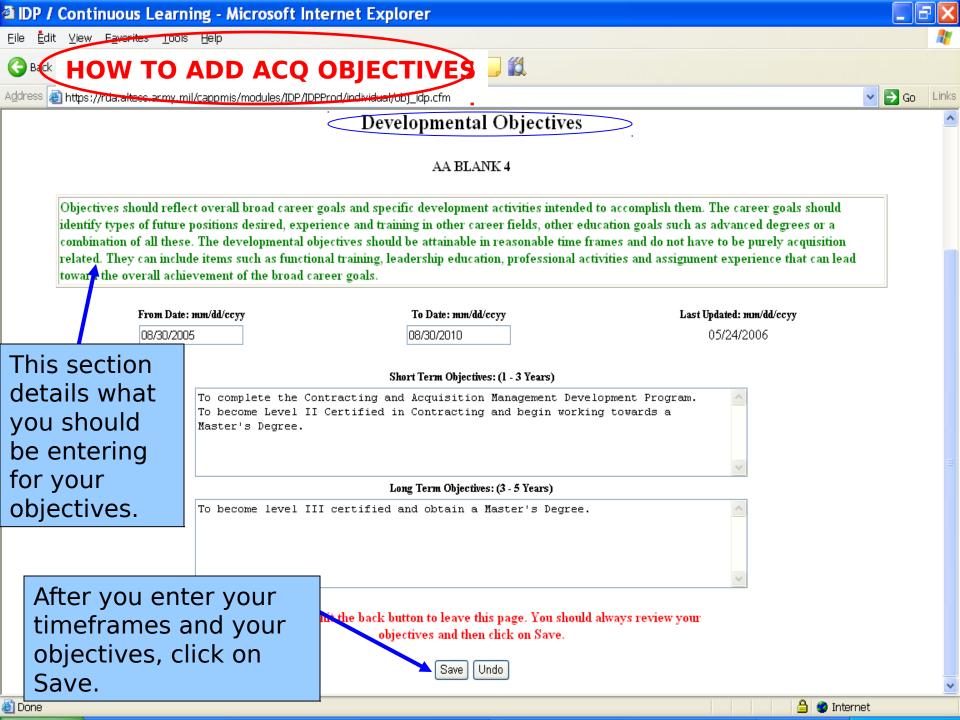




Acquisition Objectives

Click on Acquisition Objectives. This is where you will line out your short and longterm goals.

Individual Development Plan / Continuous Learning POSITION INFORMATION at is on your ACRE/ORB. Your ACRB AA BLANK GOODHART CELESTE K Change E-MAIL Address sini jenes@realt.emy.nd CURRENT POSITION / CERTIFICATION REQUIREMENT ert Level Required CERTIFICATIONS ACHIEVED Contracting 01/01/2002 CONTINUOUS LEARNING Total CL Pot Start Date: 01/01/2001 End Date: 01/01/2003 SUPERVISOR REVIEW STATUS SUPERVISORY REVIEW REQUIRED FAQs HELP INSTRUCTIONS FEEDBACK DEVELOPMENTAL OBJECTIVES OBJECTIVES EDUCATIONAL/ACADEMIC College Degree College Courses TRAINING Other Training Functional/Technical Leadership Experiential/Developmental PROFESSIONAL ACTIVITIES Professional Activities TRAINING SOURCES Links to Other Education/Training/Experience Sources IDP SUMMARY View Continuous Learning Summary View All Completed Items VIEW/SUBMIT IDP View/PrintIDP Submit IDP for Supervisor Approval Your Acquisition Career Manager Close Browser ... Done with IDP



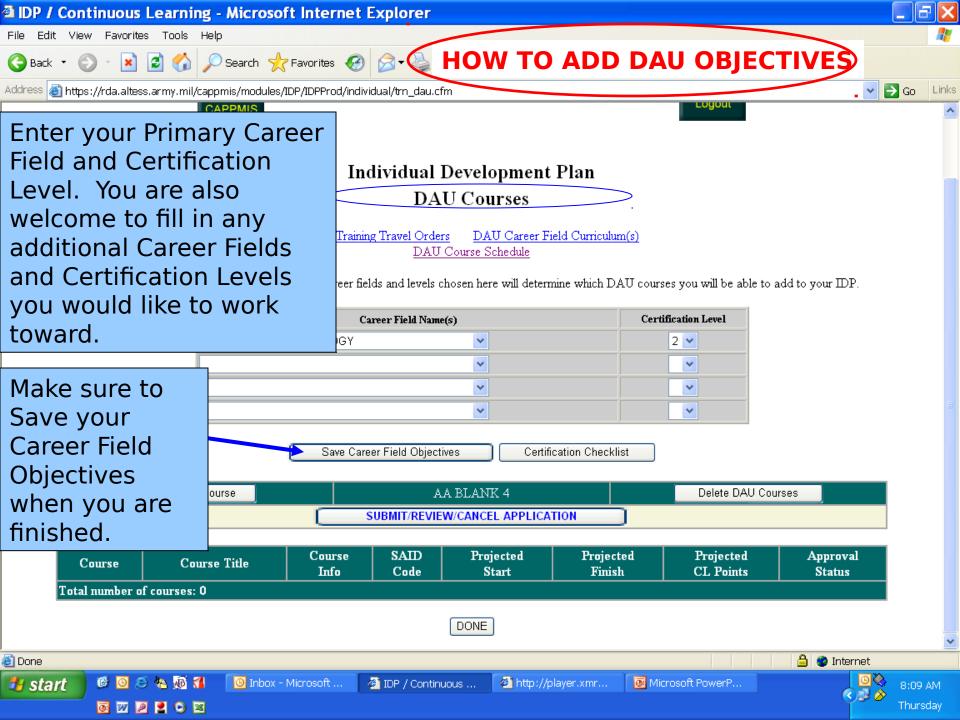
Individual Development Plan / Continuous Learning

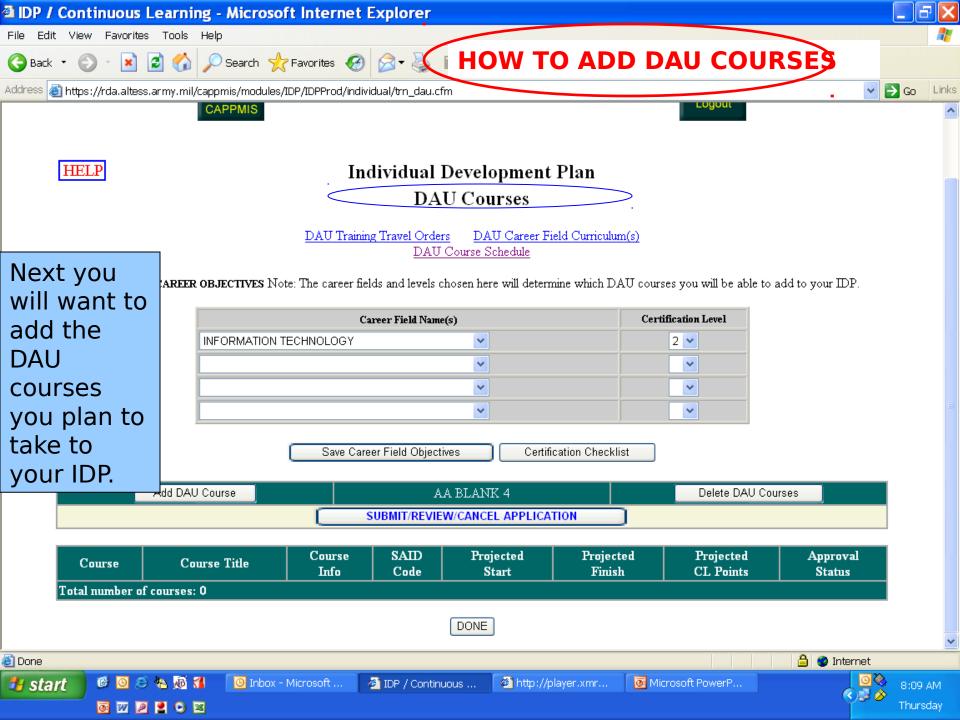
HOW TO VIEW DAU OBJECTIVES

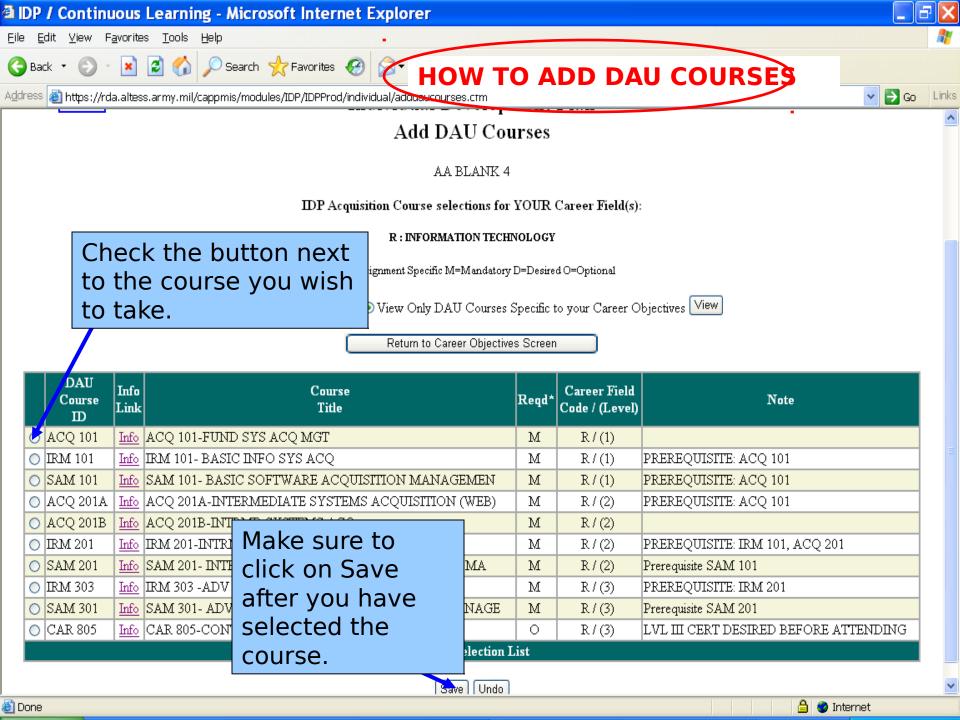
DAU Objectives

Click on DAU
Objectives. This is
where you will fill out
your Career Field and
Certification goals and
plan your DAU
training.











Individual Development Plan SES Ify DAU Courses

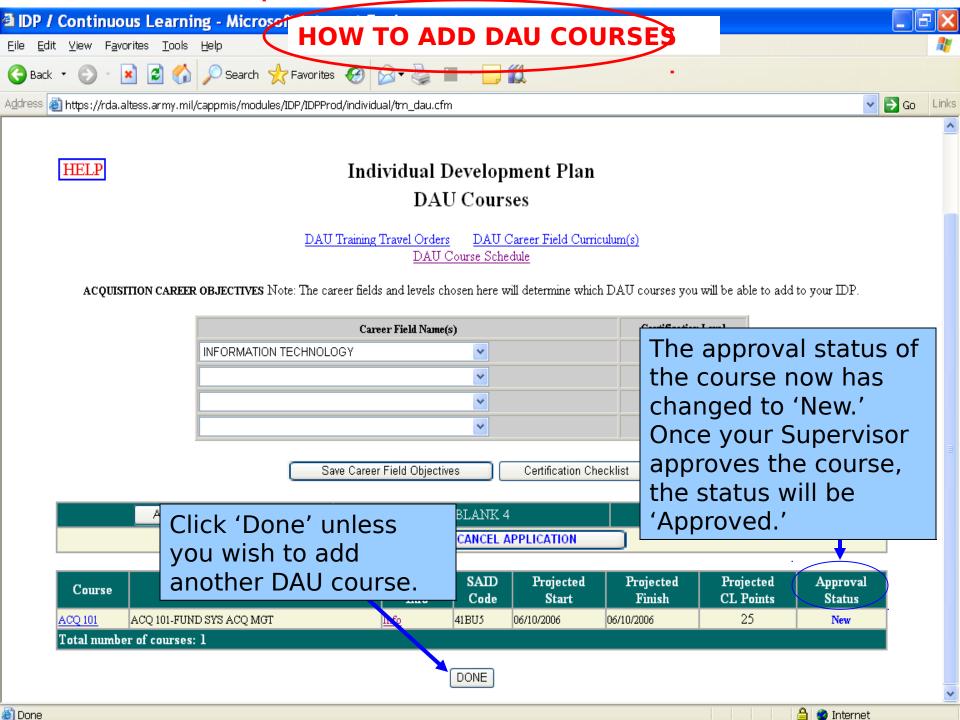
HOW TO ADD DAU COURSES

AA BLANK 4

Course ID:	ACQ 101		
Course Title:	ACQ 101-FUND SYS ACQ MGT		
Projected Start:	(mm/dd/ccyy)		
Projected Finish:	(mm/dd/ccyy)		
Status:	PLANNED		
SAID Course ID:	41BU5		
Projected CL Poir as:	25		
CEU:	2.0		
Provider:			
Objective:			
POC / Lo <mark>v.7.</mark> don:			
Estimat/4 TDY Cost:	\$ 0 Whole Dollars only, no commas, decimal points or \$.		
Estimated Tuition Cost:	\$ 0 Whole Dollars only, no commas, decimal points or \$.		

Enter Projected Start and Finish Date. Save Undo

IMPORTANT: After completion of planned event, change status from PLANNED to COMPLETED and submit to supervisor for approval.

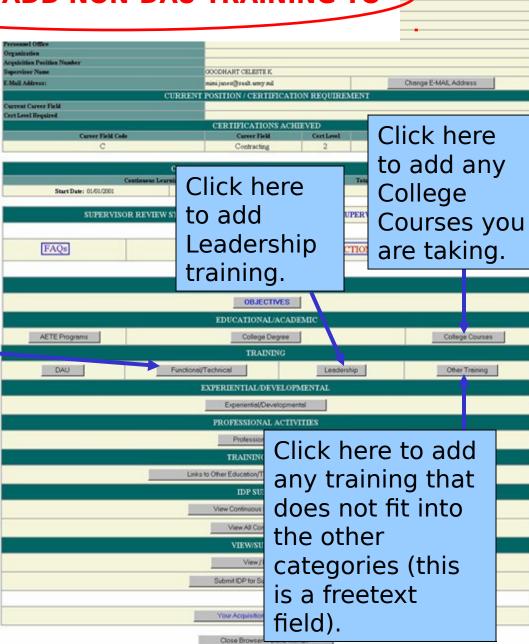


Your ACRIB



HOW TO ADD NON-DAU TRAINING TO

Click here to add any Functional or Technical Training you plan to take.



Your ACRB



HOW TO SUBMIT IDP FOR APPROVAL

CONTRACT VINES					
Organization					
Acquicition Position Number					
Supervisor Name	GOODHART CELESTE K	GOODHART CELESTE K			
E-Mail Address:	mini.jsnee@sselt.smy.ml		Change E-MAIL Address		
CUI	RRENT POSITION / CERTIFICA	TION REQUIREMENT			
Current Career Field	- 31				
Cert Level Required					
	CERTIFICATIONS AC	HIEVED			
Career Field Code	Career Field	Cert Level	Cert Date		
C	Contracting	2	01/01/2002		
1000					
	A RESIDENCE OF THE PROPERTY OF		Description .		

Centisuous Learning Cycle		Total CL Points	Grace Period
Start Date: 01/01/2001	End Date: 01/01/2003	188	No
SUPERVISOR RE	VIEW STATUS	SUPERVISORY REV	TEW REQUIRED
FAQs	HELP	INSTRUCTIONS	FEEDBACK
	DEVELOPMENTAL	L OBJECTIVES	
	OBJECT	IVES	
.000	EDUCATIONAL	ACADEMIC	
AETE Programs	College De	College Degree	
	TRAINI	NG	
DAU	Functional/Technical	Leadership	Other Training

EXPERIENTIAL/DEVELOPMENTAL

Experiential/Developmental

PROFESSIONAL ACTIVITIES

Professional Activities

TRAINING SOURCES

Links to Other Education/Training/Experience Sources

IDP SUMMARY

View Continuous Learning Summary

View All Completed items

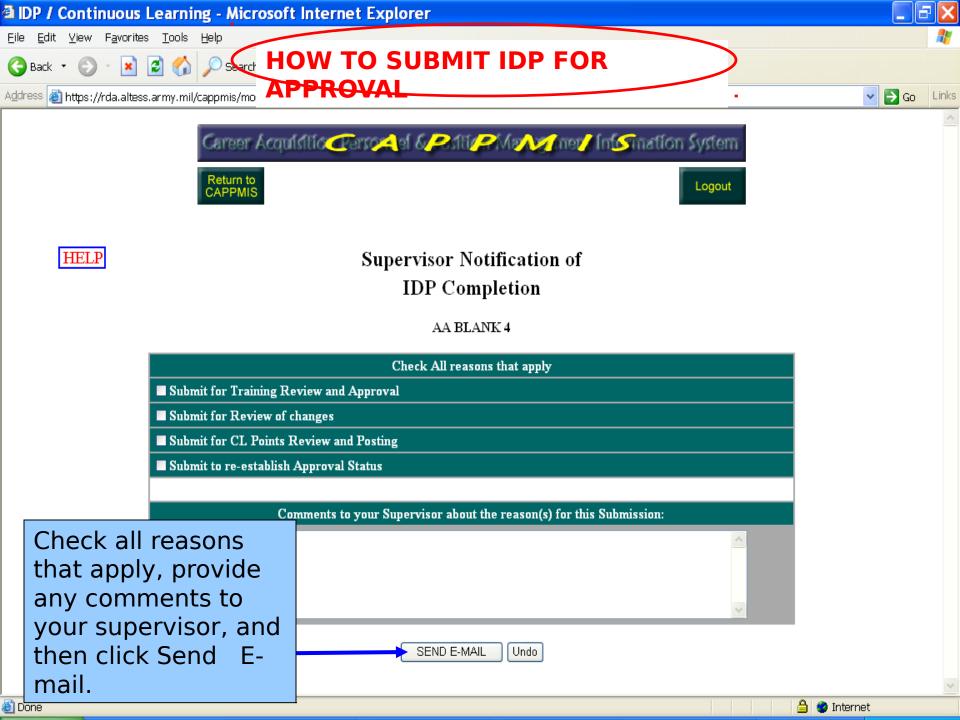
View and Print your IDP
Last Thing You

Your Acquisition Career Manager

Close Browser ... Done with IDP

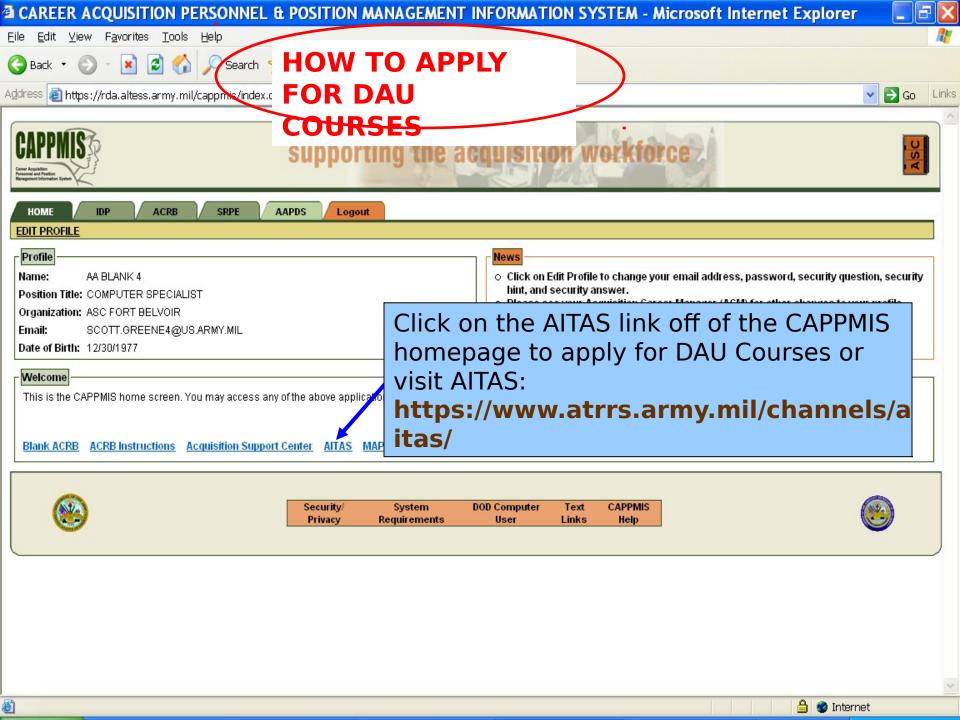
VIEW/SUBMIT IDP

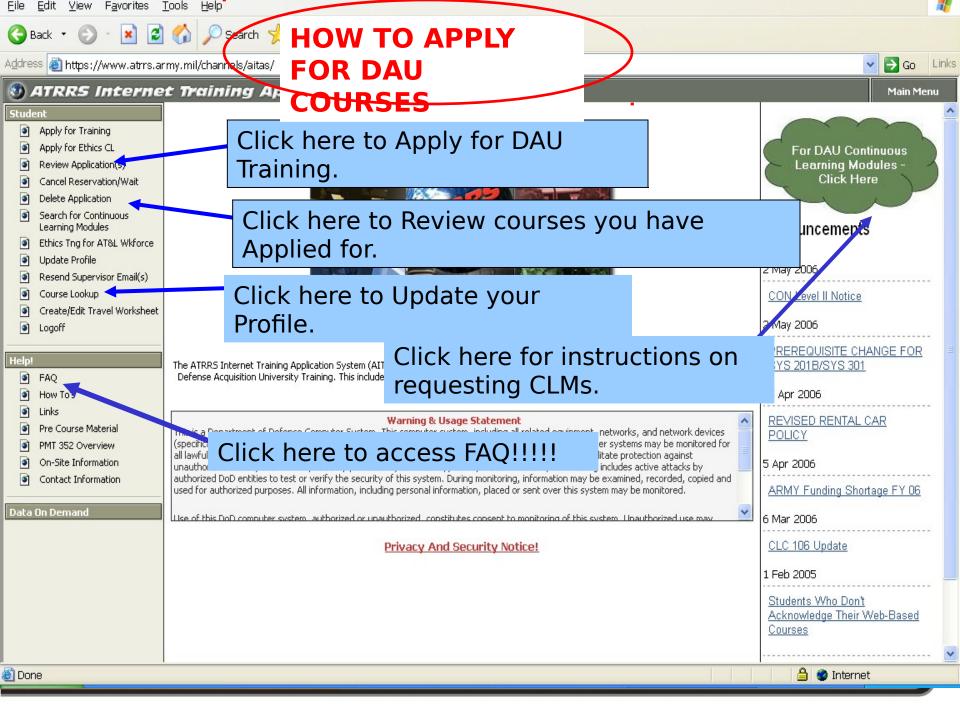
View / Print IDP
Submit IDP for Supervisor Approval

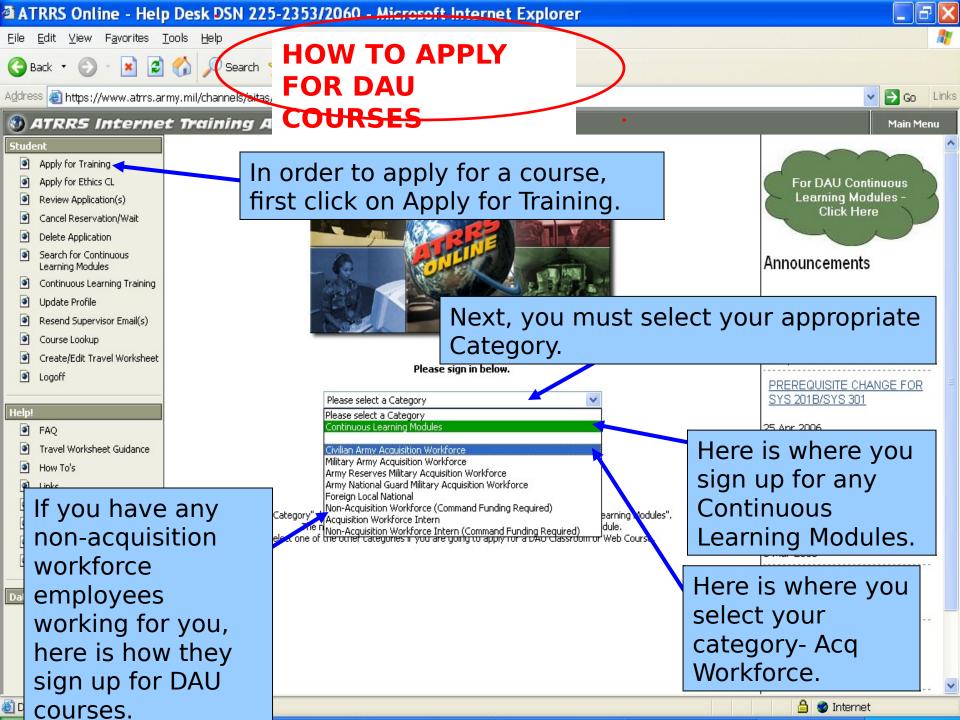


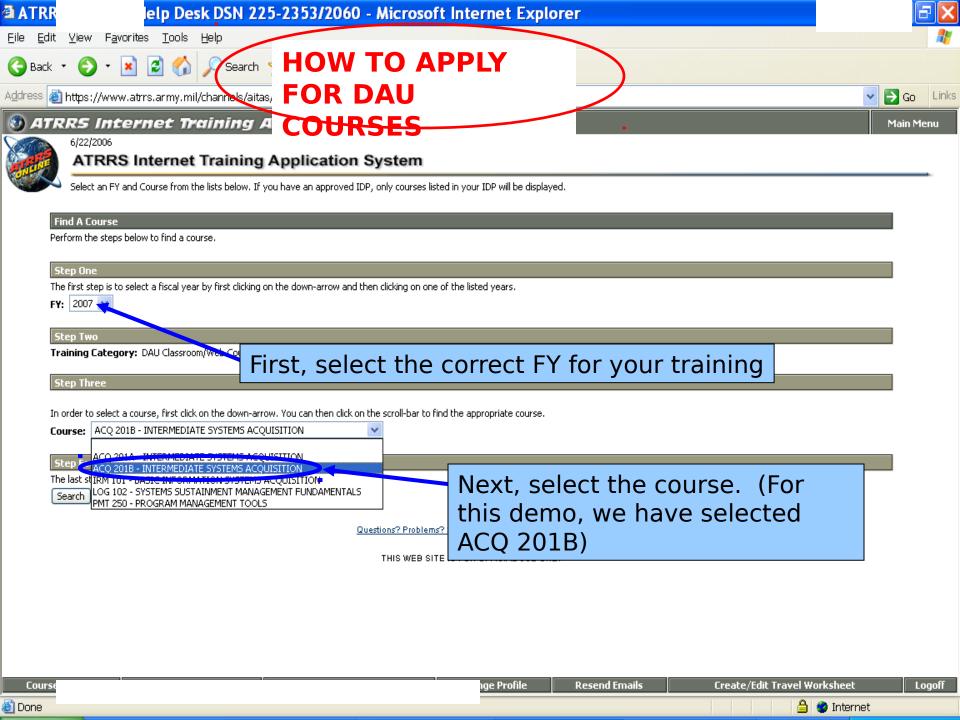


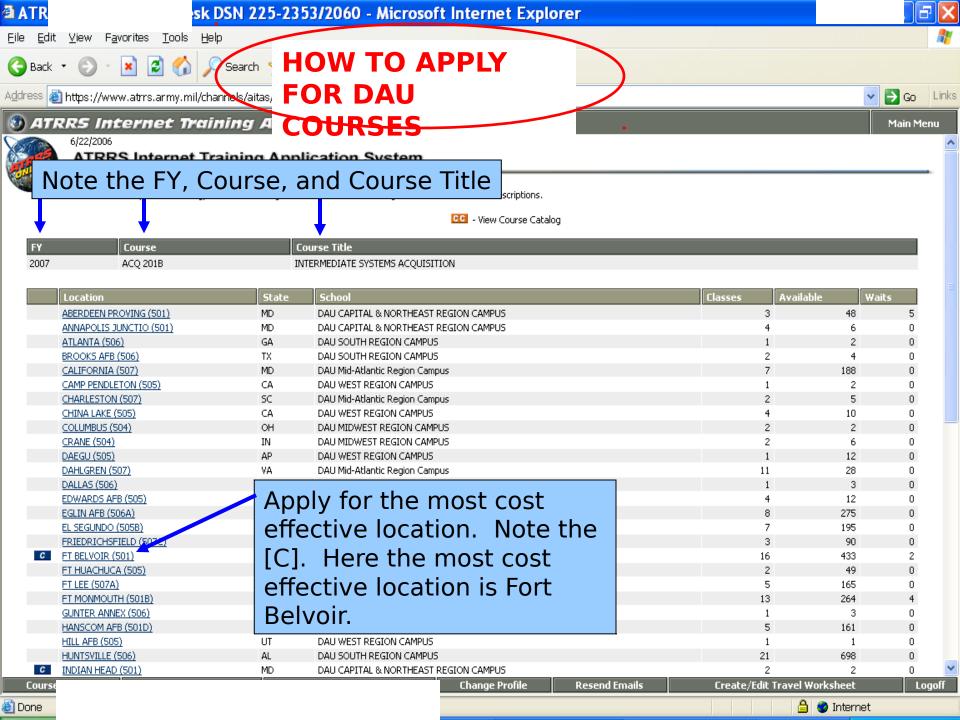
ATRRS INTERNET TRAINING APPLICATION SYSTEM (AITAS)









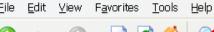


ATRRS Online - Help Desk DSN 225-2353/2060 - Microsoft Internet Explorer













https://www.atrrs.army.mil/channels/aitas/



HOW TO APPLY FOR DAU



🜒 ATRRS Internet Training A



6/22/2006

ATRRS Internet Training Application System

Click on the CLASS NUMBER to select the class you wish to attend. Select only one. This selection will be added to your registration request. You will then be required to create or update your student profile before submitting the request for approval.

The Reservation Cut-Off Date, reflected below, is the last date that applications can be submitted and/or approved for that class. The start date is the date on which the class starts. The exception is rolling admission web course classes, which have their class dates spread across the entire fiscal year. The web course start date will be provided in email instructions you receive upon approval of your training request.

FY	Location	Course C	ourse Title			
2007	FT BELVOIR (501)	ACQ 201B IN	TERMEDIATE SYSTEMS ACQUISIT	TION		
Class	Class Type	Reserv Cut-Off	Start	End Avail	Waits)
001	Classroom	10/16/2006	10/16/2006	10/20/2006	. 0 .	. 2
011	Classroom	10/30/2006	10/30/2006	11/3/2006	13	0
019	Classroom	11/27/2006	11/27/2006	12/1/2006	1	0
036	Classroom			1/26/2007	28	0
043	Classroom	Select the Class you	want.	2/16/2007	32	0
<u>052</u>	Classroom			3/9/2007	32	0
063	Clausroom	Make sure to note the	e avallable	3/30/2007	32	0
075	Classroom		c	4/27/2007	32	0
077	Classroom	slots and/or the numl	per of	5/4/2007	32	0
089	Classroom	1 11 11 11 11		6/8/2007	33	0
101	Classroom	people on the wait lis	st. Kea	6/29/2007	33	0
<u>106</u>	Classroom			7/13/2007	32	0
115	Classroom	does not have any sp	aces.	8/3/2007	33	0
<u>125</u>	Classroom	•		8/17/2007	34	0
126	Classroom	Black has available s	lots.	8/24/2007	33	0
141	Classroom	.,-,	-11	9/28/2007	33	0

Questions? Problems? Suggestions? Please email us now.

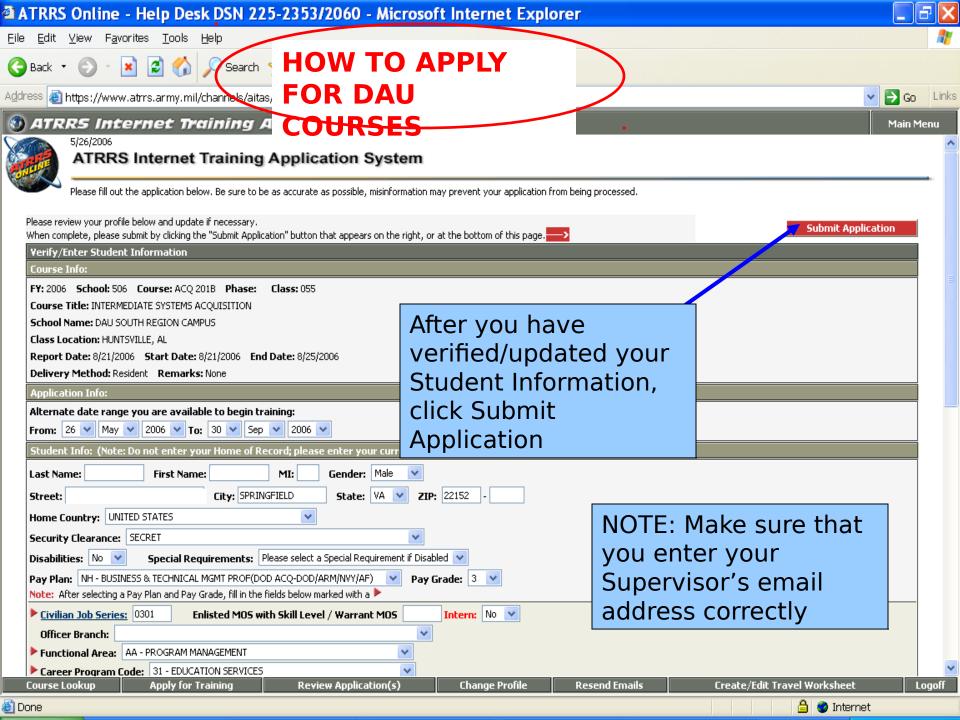
THIS WEB SITE IS FOR OFFICIAL USE ONLY

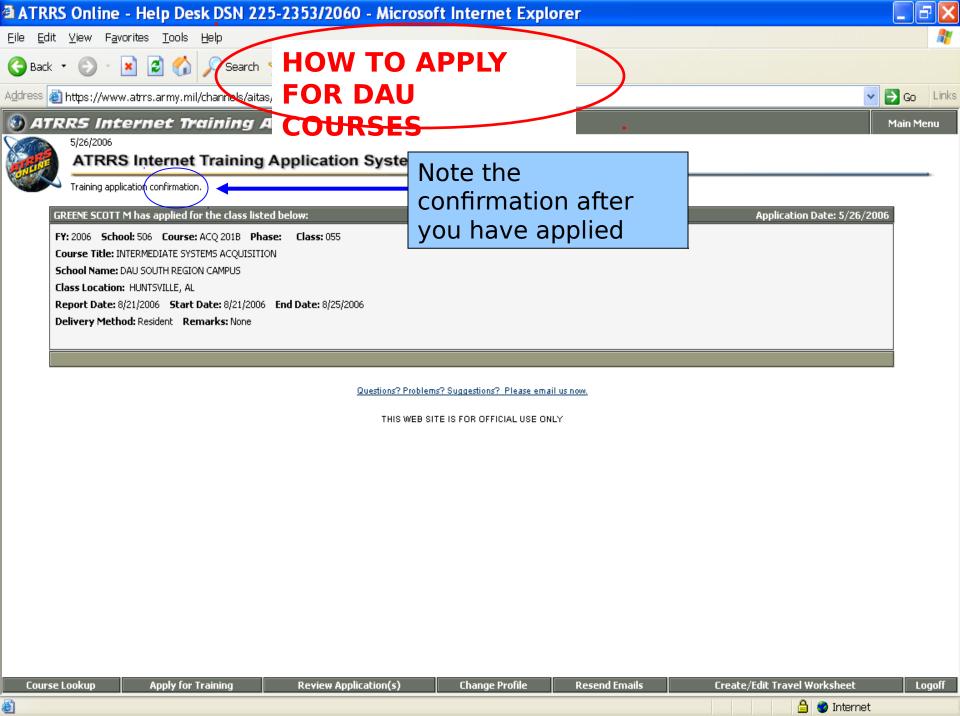
Apply for Training Create/Edit Travel Worksheet Logoff Course Lookup Review Application(s) **Change Profile** Resend Emails

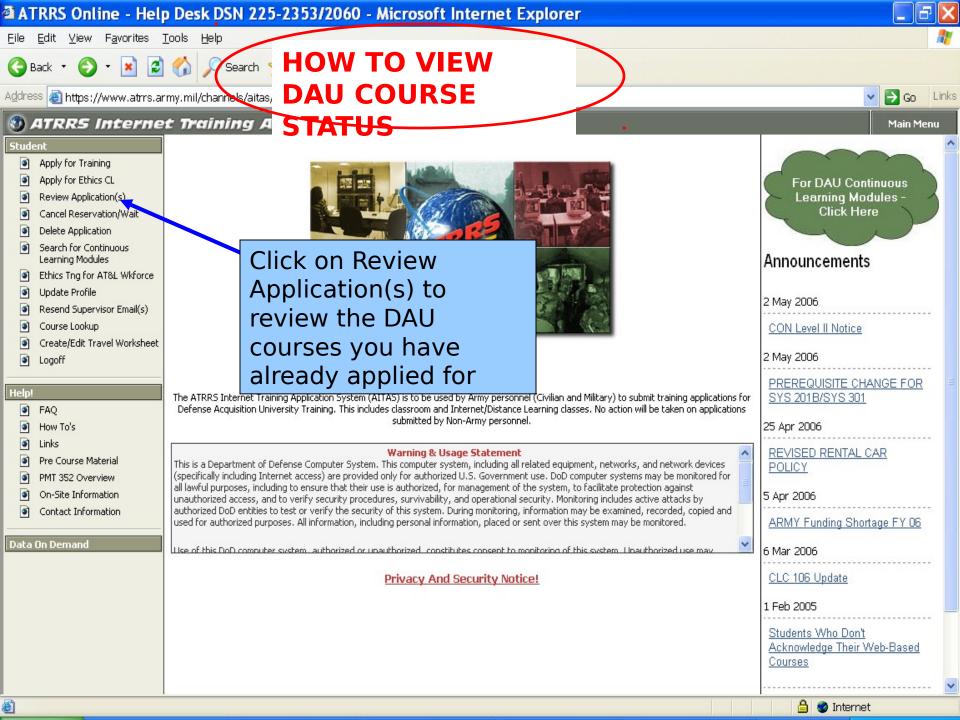


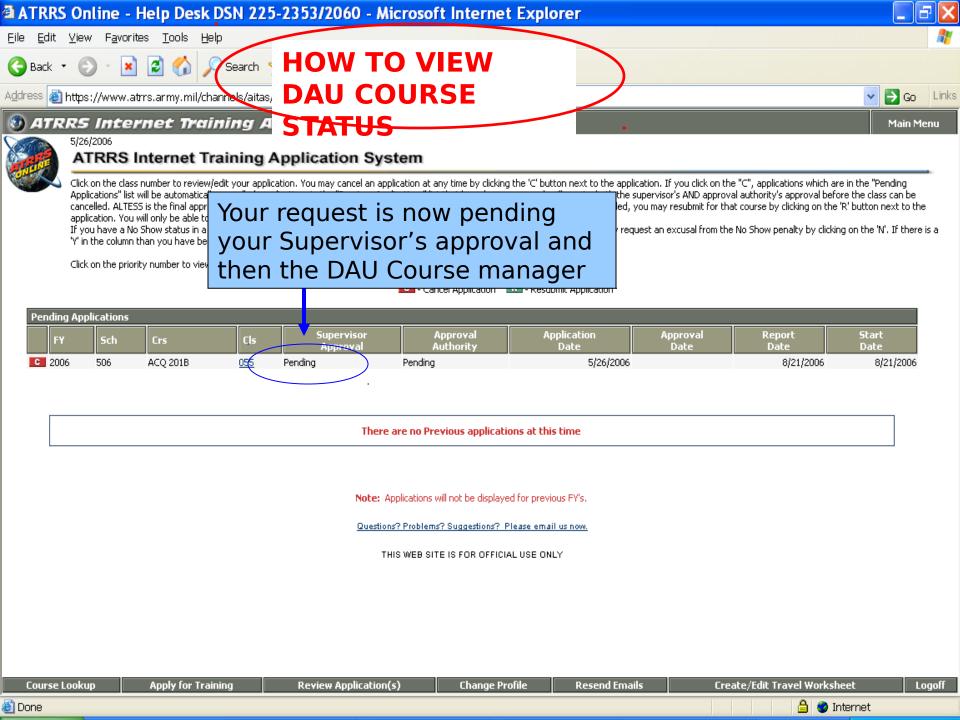














Questions on AITAS???

First stop - FAQ!!!!!